Excellence Through Training

LANTFLT MTAT

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT
S-6 and S-8 DIVISIONS

MANAGEMENT TRAINING AND ASSISTANCE TEAM

APPROVED BY:

CODE N412C	**MTAT PROJECT MGR**

LANTFLTMTATPUB
IBSFPD - 010
REV: SEPT 00

Date: _____

MEMORANDUM

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), RECOMMENDATIONS FOR**

1. Type of recommendation:

( ) Revision ( ) Change
( ) Addition ( ) Deletion

2. The following are the recommendations for improvement of the PDP pertaining to paragraph _____:

( ) Attached ( ) As follows:

_____
_____
_____
_____
_____
_____

_____
(Requester's Signature)

ENDORSEMENT

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), TASKING FOR**

1. The above recommendations are:

( ) Approved ( ) Disapproved

2. Request take appropriate action.

Date: _____ _____
Control # _____ (Approval Signature)

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

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This section contains the CNAL MTAT desk guide that provides specific information and standard procedures you require to correctly conduct stow-management processes.

SECTION 7: LESSON PLAN

This section contains the CNAL MTAT lesson plans that relate directly to stow-management processing.

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IB: STOW MANAGEMENT

STUDY OUTLINE
SECTION 1

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

STUDY GUIDE
SECTION 2

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

STOW MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

STUDY GUIDE

SECTION 2

CONTROL RECORD

Trainee Name: _____

Start Date: _____

Target Completion Date: _____

Actual Completion Date: _____

Certified By:

Supervisor	Date	Div. LCPO/Div. Officer	Date
_____	_____	_____	_____

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SECTION 2: STUDENT STUDY GUIDE

A. INTRODUCTION

1. General.

a. IBS Version 4.0. System programmers using "C" computer language and the database management package of FoxPro Version 2.5 have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes that fleet users requested and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This desk guide includes all features and processing procedures for Version 4.0 of the IBS Program.

b. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

(1) Improvement in supply effectiveness,

(2) Improvement in repairables management,

(3) Reduction in the number of redistributable assets on board (RAB),

(4) Reduction in the number of redistributable assets on order (RAO),

(5) Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),

(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

c. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) On the ship - financial supervisors and personnel in the Stock Control Division,

(2) At the type commander - AV-207 inventory and financial managers and the Comptroller,

(3) At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

2. System Administration. The System Administration (Sys Admin) Option on the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Inventory processing;
b. Q-COSAL and system administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

3. Site Setup. The System Administration Function has the Site Setup Option thatallows you to select the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

b. Site Service Code. This data field is a one-digit character that identifies the fleet that has cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units, and N for shore activities. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

c. **Site UIC.** This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

d. **Site Routing ID.** This data field is a unique three-digit, alphabetic-numeric code that represents the address of an activity.

e. **Forced Receipt Days.** This data field is a numeric figure that ship or unit personnel assign based on TYCOM guidelines. It determines how many days may pass before the IBS Program arbitrarily completes the following;

(1) Stow transactions that do not have corresponding RIP transactions on file,

(2) RIP or stow transactions that have only a partial match. The system then suspends the transaction it forced into SUADPS-RT and requires that you investigate why the DI X72 transaction did not process. Failure to research and rectify the discrepancy can have a negative impact on the number and value of your gross inventory adjustments (GIA). This process is part of configuring an activity's system for the IBS Program.

f. **Data Purge Days.** This data field contains a value after which the system will remove data from processes that you already completed or canceled. If you do not enter a value, the system defaults to a value of 90 days.

g. **DTO POD Indicator.** This data field allows you to select several cognizance symbols or serial-number series' for direct turn-over (DTO) material that requires proof-of-delivery (POD) processing. This is because, some DTO requisitions require close monitoring. When you set this indicator, the program treats a DTO requisition as a stock record that requires a match between DI X72 and X71 transactions.

(1) To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific cognizance (COG) symbol or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(2) To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. The PC in S-8 will be in direct connection with the Host and will have a "normal-site" processing configuration.

i. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units your activity supports. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1) To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the database.

(2) To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the database.

j. Process X72s. When you select this option, the IBS Program sends receipt-in-process transactions to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the database. This process is part of configuring an activity's system for the IBS Program.

In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because "Windows" software provides a system clock.

4. Common Options. Version 4.0 of the IBS Program provides the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. Delete. This option allows you to remove a record from file.

d. Done. This option allows you to exit from a process.

e. **First.** This option allows you to access the first record on file.

f. **Help.** This option allows you to access the On-line Help Screen.

g. **Last.** This option allows you to access the last record on file.

h. **Next.** This option allows you to access the record that is on file immediately after the one on the screen.

i. **OK.** This option allows you to enter data to a file or to continue a process.

j. **Previous.** This option allows you to access the record that is on file just before the one on the screen.

k. **Print.** This option allows you to print a report.

l. **Update.** This option allows you to enter a change or modification to a record already on file.

5. **Help Function.** Version 4.0 of the IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. **Contents.** This option shows all the data that relates to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish.

b. **Calculator.** This option provides the same functions as a standard calculator.

c. **Calendar.** This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assist others in identifying runs you require.

d. About. This option provides information about the development of Version 4.0 of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate information you desire. Brief descriptions of the options available are as follows:

(1) Contents. This option shows a list of help topics available for the active module.

(2) Search. When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) Back. This option allows you to return to the previous topic.

(4) History. This option shows a chronological list of all help topics you viewed during the current "Windows" session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to inventory, location-audit, receiving, and relocation processing modules of the Integrated Barcode System (IBS). It replaces the PTC-701 Scanner, pre-punched inventory aids, and output listings. It also prevents the loss of the information in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect information you require without the necessity of having to pull the shipping document from the material. The scanner also eliminates the vast number of hours that personnel previously expended in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Attach a laser-gun reader or a pencil-wand assembly to the scanner. Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the laser gun and the pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. **Computer Chip.** This chip allows an INTERMEC scanner reader to gather inventory, location-audit, receipt, and relocation data from bar-code labels. In the event that there is no label, you can manually enter data using the keypad on the scanner.

c. **Upload and Download Cable.** This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (comport) on the back of the PC.

d. **Battery Pack.** The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. A nickel-cadmium (NiCad) battery pack with a full charge supplies 750 hours of power to the reader.

e. **Battery Charger.** The HM Electronics System 90 Multi-station Battery Charger is very useful in helping you keep a full charge on rechargeable batteries. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots.

f. **Internal Battery.** Do not attempt to change internal lithium batteries in INTERMEC 9440 readers. TYCOM MTAT personnel will change them for you as long as you provide the batteries. Usual turn-around time is one week, but may be longer depending on the number of batteries you send and the location of your ship.

g. **Bar-code Label Printer.** This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) Windows Printer Driver,
(5) Codewriter 4102.

h. **Bar-code Label Printer Supplies.** These are as follows:

(1) Label stock,
(2) Printer ribbon,
(3) Laminate tape.

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Inventory Option,
(2) Location Audit Option,
(3) Receiving Option,
(4) Next Page Option;

b. The following options appear on the second screen of the main menu;

(1) Relocation Option,
(2) Transfer Option,
(3) Sys Admin Option,
(4) Help Option

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

11. SUADPS-RT Interface. You cannot transfer inventory, location-audit, receiving, or relocation information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location during a location-audit or relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. Scanner Number. This number appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners;
b. Then, use the SysAdmin Function to check date and time data.

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and to add other records.

17. Data Management.

a. General. As a data management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory-control and related procedures in this section have the following objectives:

(1) Ensure the accuracy of information in the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports for more effective stock management;

(3) Present methods for effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions using labor-intensive, nonmechanized procedures;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for on-board inventory and stock location validity improvement programs;

(4) Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

(5) Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6) Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7) Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(a) Spot Inventory Aids List,

(b) Suspense Listing,

(c) Material obligation validation (MOV) processing for stock and direct turn-over (DTO) material;

(8) Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

(9) Enhances causative research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

18. Stow Processing.

a. General. The receiving process includes the identification and stowage of material that you previously requisitioned. In addition, it includes recording all these actions. More than anything else, a breakdown in receipt- processing procedures has a greater negative impact on whether personnel in the Supply Department can execute taskings. This section describes actions that are necessary for effective receipt management, defines programs related to IBS, and presents an overview of the receipt transaction process. Additionally, it describes the management tools and supervisory audits you need to effectively manage receipt-processing functions. It explains as well the relationship between receipt processing, supervisory audits, and key performance indicators. Effective management of the IBS Receiving Function involves the following:

(1) Ensuring that personnel process DTO material with a proof-of-delivery requirement (POD) through the Receipt Stow Function. This procedure assures the following;

(a) That receiving personnel turn material over to the appropriate requester,

(b) That the individual receiving the material acknowledges receipt by signing receipt documentation. At this point, the system completes the DTO record for the receipt pending in RIP processing.

(2) Ensuring that personnel properly annotate copies of source documents for material they stowed with the following;

(a) Quantity stowed,
(b) Location in which they stowed the material,
(c) Initials of the individual that stowed the material.

They must record these stow transactions into a PC with configuration for IBS processing or into an INTERMEC scanner. Receiving personnel will turn over all stow source documents to Stock Control personnel after transferring stow data to SUADPS-RT.

b. Stock Receipt File Maintenance. This function provides front-line managers with access to receipt information within the Stock Receipt Master File (SRMF). This file contains the data for receipts awaiting extract processing into SUADPS-RT. This includes both stock and DTO material that requires proof of delivery. Managers and line supervisors use this function to accomplish the following actions:

(1) Edit the SRMF,
(2) Delete records from the SRMF,
(3) Restore the screen image to the status it had before editing,
(4) Change or modify data elements of records within the SRMF.

c. File Utilities Function. The primary purpose of the IBS Program is to record data utilizing INTERMEC 9440 scanner readers. However, when necessary, you can enter data directly to a PC with configuration for IBS processing by using the File Utilities Function. The processes available within this function are as follows:

(1) Input stock receipt and stow data,
(2) Input DTO receipt data,
(3) Input receipt data for DTO material that requires proof of delivery (POD),
(4) Maintain the Stock Receipt Master File.

d. Enter Stock Stow Data to a PC. After personnel receive stock material and record the RIP transaction in the IBS Program, they need to stage it for stowage in the appropriate location. Storeroom personnel will use the Receipt Stow Function to record stowage actions. They also must accomplish the following actions:

(1) Ensure that adequate storage areas are available before assigning new locations;

(2) Ensure they identify material properly and that they annotate the stow source document with the actual quantity they stowed, the location, and a note on whether a bar-code label is necessary;

(3) Ensure they record the stock-stow transaction in the IBS Program and file the source document in the Stock Stow Pending File.

e. Enter DTO Receipt Data to a PC. When personnel receive DTO material on board, they should immediately separate it by department and division work center. Before turning it over to the customer, they also must accomplish the following actions:

(1) Process a receipt-in-process (RIP) transaction to record the receipt in the IBS Program. This procedure validates the document serial number to ascertain whether it requires proof-of-delivery processing. Members of the receipt and stow team must be thoroughly familiar with which serial-number series' require POD processing. This will help expedite the turn-over of DTO material.

(2) If the material does not require POD processing, personnel can consider the RIP transaction as complete once they enter it to the IBS Program. The system then generates a receipt transaction for extract processing to SUADPS-RT.

(3) If the material requires POD processing, RIP procedures will be the same as above except that the system generates a pending-receipt transaction. Then, personnel must process the transaction through the Receipt Stow Function before they can consider it as complete.

19. Management and Analysis of IBS Reports. This process is the key to ensuring a successful receiving process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that IBS processed. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel with an assignment as coordinators on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. Coordinators are the focal points for solving all problems that relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

3. Obtain Data Extracts. Another coordinator responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator will distribute these reports to all managers and to the functional personnel that take part in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports that the IBS Program generates.

C. PREPARATION PROCEDURES

1. Conduct Pre-briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick-up and turn-in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following:

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and receipt processing.

e. Training. Cover the following fundamental topics:

(1) Basic scanner functions;

(2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration. This function allows you to configure your system for the Integrated Barcode System (IBS) Program. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Establish Control Data. This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Establish System Passwords. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords. The step-by-step procedures for this process are in the desk guide (Section 6).

5. Transfer Screen Data to a Scanner. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it. The step-by-step procedures for this process are in the desk guide (Section 6).

6. Use the Databases Function. This function allows you to re-create databases that have corrupt data as well as to repack the data within them. The step-by-step procedures for this process are in the desk guide (Section 6).

7. Print the IBS Log Report. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish. The step-by-step procedures for this process are in the desk guide (Section 6).

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The step-by-step procedures for this process are in the desk guide (Section 6).

b. Install IBSV4 Chip to Scanner. The step-by-step procedures for this process are in the desk guide (Section 6).

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

(1) External Battery Pack. To prevent a low-charge warning, periodically check the charge on the battery pack. The step-by-step procedures for this process are in the desk guide (Section 6).

(2) Internal Lithium Batteries. To prevent a low-charge warning, periodically check the charge on the internal battery. The step-by-step procedures for this process are in the desk guide (Section 6).

d. Reconfigure Scanner. You will need to reconfigure the scanner if the charge of the internal battery is low or if the chip requires replacement. The step-by-step procedures for this process are in the desk guide (Section 6).

9. Ready Scanners With No Data on File. The step-by-step procedures for this process are in the desk guide (Section 6).

10. Ready Scanners With Data Not Yet Transferred. The step-by-step procedures for this process are in the desk guide (Section 6).

11. Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though

you already transferred the old file once. The step-by-step procedures for this process are in the desk guide (Section 6).

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The step-by-step procedures for this process are in the desk guide (Section 6).

D. STOW PROCEDURES

1. Program Scanners. The ideal way to process receipt data is to program two different sets of scanners for receipt processing. Receiving personnel will use the first set to enter receipt in process (RIP) data; storeroom personnel will use the second set to scan stow data. Proceed as follows to ensure all scanners are ready for storeroom personnel to use before beginning stow processing. Refer to paragraphs 8 through 12 of Section C for specific procedures on the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,
b. Ensuring no two scanners have the same identification number,
c. Verifying that the identification number for the location audit is unique and identical to the one you entered to the PC. The step-by-step procedures for this process are in the desk guide (Section 6).

2. Issue Scanners to Personnel. Distribute the scanners you programmed for stow processing to storeroom personnel. These individuals must await completion of RIP processing before processing material for stowage. All personnel must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Damage to the scanner,
b. Failure of the battery,
c. Problems with key entry.

3. Transfer Stow Data From Scanners to the PC. This function allows you to transfer stow data in an INTERMEC scanner reader to a PC for additional processing. As personnel return scanners containing stowage data, transfer the data to the PC for processing into receipt master files. This process is the same regardless of which of the following types of data a scanner contains:

a. Stock RIP data,
b. Stock stow data,

c. DTO data for material that does not require POD,
d. DTO data for material that requires POD. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Review Receipt Stow Scanner Reports. After you transfer scanner data to the PC, the system generates scanner data transfer reports. Then, it processes data into receipt master files and, if it finds any discrepancies, generates error and exception reports. The reports are as follows:

a. Download Report. This report provides a list of all the stow transactions you transferred from a scanner to the PC. The program can print the report in either NIIN or document-number sequence. Use this report to conduct audit trails and verify receipt-processing transactions. Provide a copy of this report every day to the Receipt Processing Coordinator.

b. DTO Errors Report. This report lists DTO records without a POD requirement that personnel processed erroneously using the Stow Function. Use this report to verify receipt data that you transferred. If you verify that personnel processed records erroneously though the Stow Function, delete them using the Receipt File Maintenance Function.

5. Edit Stock and DTO POD Stow Data. This function allows you to access, update (after review above), and process other maintenance actions for stock or DTO POD data in the Receipt Master File. This file contains all stock receipt data awaiting extract processing into SUADPS-RT. It also contains data for all DTO receipts that required POD processing. The step-by-step procedures for this process are in the desk guide (Section 6).

6. Generate Receipt Differences Reports. This function allows you to select to produce the reports that have receipt-document discrepancies. Use these reports in conjunction with a financial audit. In this way, they help you find the records that correspond to those that remain unmatched on both C&H and A&G summaries. The IBS Program provides you with the ability to select and include transactions for consumable, repairable, or both types of material. The step-by-step procedures for this process are in the desk guide (Section 6).

7. Generate RIP Reconciliation Reports. This function allows you to select to produce RIP reconciliation reports. The IBS Program allows you to reconcile RIP transactions on the PC with requisitions on the BRF that remain outstanding. The report generated by the IBS Program for this process will list all outstanding RIP transactions as well as the latest status from the BRF for

each. If the latest status is a receipt transaction, the report will show an image of the RIP transaction (DI X71). For those RIP transactions that do not have a match on the BRF, the report will bear the notation "no match." These records require research and appropriate corrective action. The step-by-step procedures for this process are in the desk guide (Section 6).

8. Extract Data for Input to the Host.

a. General. This function allows you to extract both DTO and stock receipt data from IBS receipt master files. You can initiate an extract process only from a PC that you configured for normal-site processing. Ensure you back up both the Receipt Master File and the Receipt History File before beginning the extract process. In addition, the program provides an option that allows you to once again process an extract if the original transfer of data to SUADPS-RT was unsuccessful.

b. Reports. This extract process generates the following reports during the extract process when you select the Print Reports Option:

(1) Stock Receipts Ready for SUADPS. This report contains all DI X71 records for stock material that are ready for input to SUADPS-RT through batch processing.

(2) DTO Receipts Ready for SUADPS. This report contains all DI X71 records for DTO material that are ready for input to SUADPS-RT using batch processing.

(3) Stock Receipts Forced to SUADPS. This report contains all DI X71 records for stock material that the program will arbitrarily complete. This is because the time they have been in processing exceeds the processing time limitation set in the System Administration File. These records may be for the following types of material:

(a) Stock material with stow data but no RIP data,
(b) Stock material with RIP data but only a partial quantity match.

(4) Receipt Inventory Adjustments. This report contains all the records for potential gains or losses based on the receipt data the system extracts for input to SUADPS-RT.

c. Processing. The step-by-step procedures for this process are in the desk guide (Section 6).

9. Review and Delete Old History Files. Whenever you process an extract, the IBS Program generates a back-up file containing DI X71 and X72 records. Review this file periodically to determine whether the system actually processed the transactions. Use the extract reports and the report the system produced to match against records in IBS files. If the DI X71 and X72 transactions did not process, extract the data in the file again using the re-transfer option. If the system did process the transactions, it then purges this file after the number of days set in the System Administration File.

E. ALTERNATIVE PC-INPUT PROCEDURES

1. Enter Stow Data for Stock Material. This function allows you to enter stow data for stock material directly to the PC. When storeroom personnel receive an incoming stock item, they must examine it very carefully. Then, they need to record a stow transaction to the IBS Program. The step-by-step procedures for this process are in the desk guide (Section 6).

2. Enter Stow Data for POD DTO Material. This option allows you to enter proof-of-delivery data for those DTO receipt documents that require this type of processing. This process helps establish with certainty that you turned the material over to personnel in the appropriate ordering department. It also allows you to identify the particular individual that signed the receipt document. This process also completes the receipt-pending transaction as a DTO RIP record. The IBS Program then prepares a completed transaction for extract processing into SUADPS-RT. The step-by-step procedures for this process are in the desk guide (Section 6).

F. REMOTE-SITE PROCEDURES

1. Generate Reports for a Remote Site. This function allows you to select to produce reports listing all the transactions that personnel processed at a remote site. It also allows you to generate individual reports for RIP or stow transactions input at the remote receipt-processing site. Use these reports in conjunction with a financial audit. In this way, you can easily locate the records that correspond to those that remain unmatched on C&H and A&G summaries. The IBS Program provides you with the ability to select to print or view report data in NIIN or document-number sequence. Before producing any of the reports, you must ensure the following:

a. That the receipt records you requested are available in the Remote Receipt File,

b. That the applicable printer is ready to receive data. The step-by-step procedures for this process are in the desk guide (Section 6).

2. Transfer Receipt Data to a Diskette. This function allows you to transfer receipt data onto a floppy diskette. Use this option when you are at a T-shed or another receiving area with a system you configured for remote-site processing. This allows you to import this receipt data when you are at a system with a normal-site configuration for processing. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Repeat a Transfer of Receipt Data to a Diskette. This function allows you to repeat a previous transfer of receipt data onto a floppy diskette when you are at a T-shed or another receiving area with a system configured for remote-site processing. You can then import this receipt data to a system with a normal-site configuration for processing. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Transfer Remote Receipt Data to a Normal Site PC. This function allows you to import receipt data for processing when you are at a system with a normal-site configuration. The step-by-step procedures for this process are in the desk guide (Section 6).

G. RELATED PROCEDURES

1. Extract Data From History Files. This function allows you to transfer data from history files that the system created during a previous extract process. The step-by-step procedures for this process are in the desk guide (Section 6).

2. Print Reports for a Previous Extract. This function allows you to select to print reports for the current extract process. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Generate Bar-code Labels. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Edit Bar-code Labels. This function allows you to modify bar-code records in the Print File or to add or delete records. The step-by-step procedures for this process are in the desk guide (Section 6).

5. Select a Bar-code Printer Setup. This function allows you to set up the type of printer you will use to produce bar-code labels. The step-by-step procedures for this process are in the desk guide (Section 6).

6. Import OMC Data. This function allows you to import stow data from an optical memory card (OMC) that comes with receipt material from a supply activity, if you have an OMC reader/ writer. The system processes incoming OMC data as follows:

a. RIP/OMC ROD Option. In this process, the system builds a database of incoming OMC data for comparison to data from IBS RIP scanners during transfer to the IBS work-station. The system then stores any difference data that results from this comparison in a ROD database. The system can access this data to generate reports of discrepancy and OMC scanner differences reports.

b. Stow/OMC ROD Option. In this process, the system builds a database of incoming OMC data for comparison to data from IBS stow scanners during transfer to the IBS work-station. The system then stores any difference data that results from this comparison in a ROD database. The system can access this data to generate reports of discrepancy and OMC scanner differences reports.

The system will build a research history file every time you import an OMC file. The step-by-step procedures for this process are in the desk guide (Section 6).

7. View D6S History Files. This function allows you to select for processing those D6S records that match the records you previously extracted to SUADPS-RT. The step-by-step procedures for this process are in the desk guide (Section 6).

8. View OMC History Files. This function allows you to select for processing into an archive of history files, OMC data that you imported previously. The step-by-step procedures for this process are in the desk guide (Section 6).

9. View OMC Database. This function allows you to select for processing, records in the OMC database that require maintenance. The step-by-step procedures for this process are in the desk guide (Section 6).

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SKILLS CERTIFICATION
SECTION 3

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SECTION 3: SKILLS' CERTIFICATION

A. INTRODUCTION

1. General. This questionnaire has the objective of enhancing your skills through research and study about IBS stow-management procedures and processing. The ever-changing policies and procedures in the Navy Supply System create a continuing challenge for you to upgrade your skills in a sustained effort. Answer all questions in this section either orally or in writing, in the presence of your immediate supervisor. The supervisor will certify your qualification based on the accuracy of your answers and your proven knowledge concerning subject matter. If you fail to qualify during this period, obtain additional training until you achieve full qualification.

B. QUESTIONS

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
1. Who evaluates the performance of personnel using the IBS Program to ensure they use it efficiently and accurately in all aspects of functional processing.	_____	_____	_____	_____
2. Which individual is responsible for obtaining data extracts from SUADPS-RT (mini-BMF) for use in IBS program processing?	_____	_____	_____	_____
3. Who is responsible for distributing the reports that IBS generates?	_____	_____	_____	_____
4. Which option from theIBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes?	_____	_____	_____	_____
5. Version 4.0 of the IBS Program allows you to recreate databases that have corrupt data as well as to repack the data within them. True or False (circle one)	_____	_____	_____	_____
6. Which Version 4.0 report lists all operators that have access to the system and the functions they accomplish?	_____	_____	_____	_____
7. What options does the On-lineHelp Function of the IBS program provide?	_____	_____	_____	_____
8. What options does the Help Option provide when a dialog box appears?	_____	_____	_____	_____

B. QUESTIONS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
9. What type of bar-code reader does the IBS program use to gather data for inventory, location audit, receipt, consolidation, and relocation processing?	_____	_____	_____	_____
10. Who is responsible for scanner management?	_____	_____	_____	_____
11. What actions must the IBS Coordinator complete before turning scanners over to processing personnel?	_____	_____	_____	_____
12. Before beginning to process receipt documents, what action must you accomplish on the system?	_____	_____	_____	_____
13. How many days after processing transactions will the IBS program purge the back-up extract file?	_____	_____	_____	_____

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C. ANSWERS

1. IBS or site coordinator.
2. IBS or site coordinator.
3. IBS or site coordinator.
4. Sys Admin.
5. True.
6. IBS log.
7. Contents, Calculator, Calendar, and About.
8. Contents, Search, Back, and History.
9. INTERMEC 9440 Scanner Reader.
10. IBS or site coordinator.
11. a.Ensure no records remain on scanners,
    b.Check date and time data,
    c.Configure scanners for processing.
12. Establish receipt control data.
13. 90 days.

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IB: STOW MANAGEMENT

HANDS-ON SKILL DEVELOPMENT
SECTION 4

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SECTION 4: HANDS-ON SKILLS' DEVELOPMENT

A. INTRODUCTION

1. General. You must complete this section (mandatory for all candidates) to receive certification as fully qualified to accomplish the specific occupational functions that an IBS or site coordinator requires in stow management and processing. Complete all actions in this section in writing, orally, or by actual demonstration. The monitoring official must ensure that you are indeed functionally qualified.

2. References.

a. COMNAVAIRLANT/COMNAVAIRPACINST 4440.1 (series), Chapters 4 and 10;
b. SUADPS-RT Support Procedures, Volume III, Chapter 4;
c. NAVSUP P-567, Chapter 3, Appendices 5 and 7.

B. OCCUPATIONAL SKILL REQUIREMENTS

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
1. Explain and demonstrate the step-by-step procedures that the following processes require:				
a. Establish and change system configuration,	_____	_____	_____	_____
b. Establish and change control data,	_____	_____	_____	_____
c. Establish and change system passwords.	_____	_____	_____	_____
2. Explain the basic day-by-day maintenance procedures that shipboard scanners require to remain in good working order.	_____	_____	_____	_____
3. Demonstrate the procedures necessary to ensure scanners are ready for processing if they have *no data on file*.	_____	_____	_____	_____
4. Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data not yet transferred*.	_____	_____	_____	_____
5. Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data transferred but not erased*.	_____	_____	_____	_____
6. Demonstrate the procedures necessary to ensure scanners are ready for processing if the *data transfer is questionable*.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
7. Describe and demonstrate the procedures necessary to program a scanner for stow processing.	_____	_____	_____	_____
8. Describe and demonstrate the step-by-step procedures necessary to view receipt records on file.	_____	_____	_____	_____
9. Discuss in detail the topics you need to cover in a general briefing before beginning any receipt management tasking or work.	_____	_____	_____	_____
10. Describe the options available for each of the following functions:				
a. Enter Receipt Stow Data for Stock Material Using the PC,	_____	_____	_____	_____
b. Enter POD Stow Data for DTO Material Using the PC,	_____	_____	_____	_____
c. Edit Stock and DTO POD Receipt Stow Data Using the PC,	_____	_____	_____	_____
d. Prepare scanners for receipt processing,	_____	_____	_____	_____
e. Transfer Data From Scanners.	_____	_____	_____	_____
11. Briefly describe the Remote Receipt Data Utilities Function and the processes it provides.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
12. Discuss the procedures necessary for the following functions:				
a. Print Reports for All Records Processed at a Remote Site,	_____	_____	_____	_____
b. Transfer Receipt Data From a Remote-site PC to a Floppy Diskette,	_____	_____	_____	_____
c. Transfer Receipt Data From a Floppy Diskette to a Normal-site PC,	_____	_____	_____	_____
d. Repeat the Transfer of Records From a Remote-site PC to a Floppy Diskette,	_____	_____	_____	_____
e. Produce Stowage Differences Report,	_____	_____	_____	_____
f. Produce Stow-to-RIP NSN Differences Report,	_____	_____	_____	_____
g. Produce Stow With No Matching RIP Report,	_____	_____	_____	_____
h. Transfer Data From History Files for a Previous Extract,	_____	_____	_____	_____
i. Print Reports for the Current or for a Previous Extract,	_____	_____	_____	_____
j. Generate Bar-code Labels.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
13. Discuss the procedures necessary to generate, analyze, distribute, correct, and manage the following reports:				
a. Remote Stow Processing Reports,	_____	_____	_____	_____
b. Scanner Stow Processing Reports,	_____	_____	_____	_____
c. Extract Data for SUADPS-RT Reports.	_____	_____	_____	_____

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

TYCOM SEMINARS AND WORKSHOPS
SECTION 5

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SECTION 5: TYCOM SEMINARS AND WORKSHOPS

1. Introduction. A key element in your progress for qualifying in stow management and processing is your attendance at seminars and workshops that the type commander sponsors. CNAL Management Training and Assistance Team (MTAT) personnel usually provide this type of formal training in Building V-88 at the Norfolk Naval Air Station. They provide a Seminar and Workshop Schedule to all activities annually through regular distribution channels and in the SUADPS Update Newsletter.

2. Minimum Requirements. The following is a list of seminars and workshops that we recommend you take towards qualification in this area:

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
a. Basic SUADPS-RT Seminar,	_____	_____	_____	_____
b. Mid-level Management Seminar,	_____	_____	_____	_____
c. Material Division Management Workshop,	_____	_____	_____	_____
d. IBS Hands-on Workshop,	_____	_____	_____	_____
e. IBS Management Seminar,	_____	_____	_____	_____
f. IBS Version 4.0 Seminar.	_____	_____	_____	_____

These seminars and workshops appear in the sequence that is most advantageous to your professional development.

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

FUNCTIONAL DESK GUIDE
SECTION 6

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SECTION 6: FUNCTIONAL DESK GUIDE

1. Introduction. Attached to this cover sheet is the desk guide that provides comprehensive information and detailed procedures that will help you operate in your new position. This desk guide is the following: Stow Management Procedures for the IBS Coordinator (FG - B1.12). After you successfully complete your studies and earn full qualification, you will have a mature understanding of stow-management responsibilities in supporting the war-fighting capability of the ship. To help you continue in a successful mode should you enter new areas or encounter problems with which you are unfamiliar, this desk guide will be very handy.

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STOW MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.12

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFDG - 015
REV: SEPT 00

STOW MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.12

Table of Contents

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STOW MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

A. INTRODUCTION

1. General.

a. IBS Version 4.0. System programmers using "C" Computer Language and the database management package of FoxPro Version 2.5 (for MS-Windows Version 3.1 or higher) have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes that fleet users requested and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This desk guide includes all features and processing procedures for Version 4.0 of the IBS Program.

b. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

(1) Improvement in supply effectiveness,

(2) Improvement in repairables management,

(3) Reduction in the number of redistributable assets on board (RAB),

(4) Reduction in the number of redistributable assets on order (RAO),

(5) Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),

(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

c. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) On the ship - financial supervisors and personnel in the Stock Control Division,

(2) At the type commander - AV-207 inventory and financial managers and the Comptroller,

(3) At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

2. System Administration.

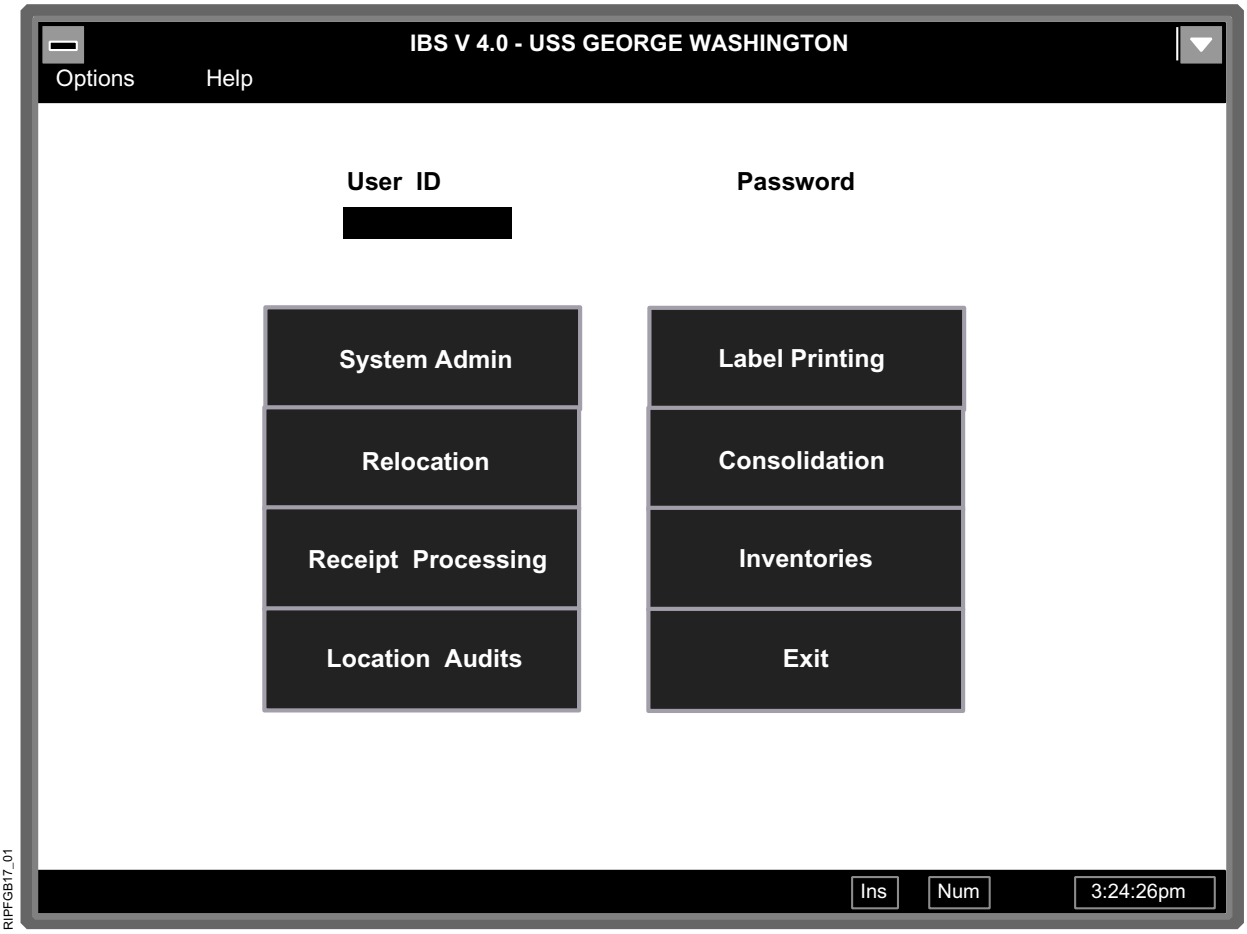


Figure 1

The System Administration (Sys Admin) Option on the IBS Main Menu Screen (Figure 1) allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Inventory processing;
b. Q-COSAL and system administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

3. Site Setup. The System Administration Function has the Site Setup Option that allows you to select the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

b. Site Service Code. This data field is a one-digit character that identifies the fleet that has cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units, and N for shore activities. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

c. Site UIC. This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

d. Site Routing ID. This data field is a unique three-digit, alphabetic-numeric code that represents the address of an activity.

e. Forced Receipt Days. This data field is a numeric figure that ship or unit personnel assign based on TYCOM guidelines. It determines how many days may pass before the IBS Program arbitrarily completes (forces into SUADPS-RT) the following;

(1) Stow transactions that do not have corresponding RIP transactions on file,
(2) RIP or stow transactions that have only a partial match.

f. Data Purge Days. This data field contains a value (in number of days) after which the system will remove data from processes that you already completed or canceled. If you do not enter a value, the system defaults to a value of 90 days.

g. DTO POD Indicator. This data field allows you to select several cognizance symbols or serial-number series' (or both) for direct turn-over (DTO) material that requires

proof-of- delivery (POD) processing. This is because, some DTO requisitions require close monitoring (for example: casualty-report [CASREP] and not-mission-capable-supply [NMCS] transactions). When you set this indicator, the program treats a DTO requisition as a stock record that requires a match between DI X72 and X71 transactions.

(1) To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific cognizance(COG) symbol or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(2) To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. The PC in S-8 will be in direct connection with the Host and this will have a "normal-site" processing configuration. (Onboard aircraft carriers, configure the systems in both S-6 and S-8 divisions for normal-site processing and all others for remote-site processing. This allows personnel in both aviation and material divisions to have direct access to SUADPS-RT.) To set this indicator, select the Remote Site Option and then the Update Option.

i. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units your activity supports. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1) To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the database.

(2) To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the database.

j. Process X72s. When you select this option, the IBS Program sends receipt-in-process transactions (DI X72) to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the database. This process is part of configuring an activity's system for the IBS Program.

In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because "Windows" software provides a system clock.

4. Common Options. Version 4.0 of the IBS Program provides the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. Delete. This option allows you to remove a record from file.

d. Done. This option allows you to exit from a process.

e. First. This option allows you to access the first record on file.

f. Help. This option allows you to access the On-line Help Screen.

g. Last. This option allows you to access the last record on file.

h. Next. This option allows you to access the record that is on file immediately after the one on the screen.

i. OK. This option allows you to enter data to a file or to continue a process.

j. Previous. This option allows you to access the record that is on file just before the one on the screen.

k. Print. This option allows you to print a report.

l. Update. This option allows you to enter a change or modification to a record already on file.

5. Help Function. Version 4.0 of the IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. Contents. This option shows all the data that relates to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish. (An alternative to selecting the Help Option is to press function key F1 to accomplish the same process.)

b. Calculator. This option provides the same functions as a standard calculator.

c. Calendar. This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assist others in identifying runs you require.

d. About. This option provides information about the development of Version 4.0 of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate information you desire. Brief descriptions of the options available are as follows:

(1) Contents. This option shows a list of help topics available for the active module. (It functions in the same manner as the Contents Option in the previous subparagraph.)

(2) Search. When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) Back. This option allows you to return to the previous topic.

(4) History. This option shows a chronological list of all help topics you viewed during the current "Windows" session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to inventory, location-audit, receiving, and relocation processing modules of the Integrated Barcode System (IBS). It replaces the PTC-701 Scanner, pre-punched inventory aids (DI X84 cards), and output listings. It also prevents the loss of the information in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect information you require without the necessity of having to pull the shipping document from the material. The scanner also eliminates the vast number of hours that personnel previously expended in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Attach a laser-gun reader or a pencil-wand assembly to the scanner (both devices interpret bar-code labels on material, locations, and receipt documents). Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the laser gun and the pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. Computer Chip. This chip allows an INTERMEC scanner reader to gather inventory, location-audit, receipt, and relocation data from bar-code labels. In the event that there is no label, you can manually enter data using the keypad on the scanner.

c. Upload and Download Cable. This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (comport) on the back of the PC.

d. Battery Pack. The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. A nickel-cadmium (NiCad) battery pack with a full charge supplies 750 hours of power to the reader.

e. Battery Charger. The HM Electronics System 90 Multi-station Battery Charger is very useful in helping you keep a full charge on rechargeable batteries. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots (similar to the current INTERMEC 40Z charging stations).

(1) Charger Plus Option. This option allows you to charge five batteries at once, while analyzing and conditioning a sixth battery. Notice that the analyzer-and-conditioner station also has the capability of charging or discharging batteries only if that is all you need. The conditioning option of the charger will restore the capacity of the NiCad battery packs by charging and discharging them three times quickly. The charging system will detect within 15 minutes a battery pack that fails to charge for any of various reasons (cell reversals or short circuits). Oftentimes, just using the standard discharge option will correct a fault.

(2) Source of Supply. COMNAVAIRLANT officials have completed negotiations on a maintenance contract with INTERMEC. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

f. Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

g. Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) INTERMEC 4100 Bar-code Printer,
(5) Codewriter 5106 Bar-code Printer,
(6) Codewriter 4102 Bar-code Printer (from the scanner only).

NOTE: If your printer does not appear on this list, contact CNAL MTAT personnel for additional instructions.

h. Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader (Figure 2) consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

FUNCTION KEYS- F1 through F8 initiate or carry out specific operations depending upon the area of IBS being utilized.

Examples:

F1 - Displays Help Screen.

F2 - Starts Search Mode.

F3 - Changes the volume (S = soft, M = medium, and L = loud).

F4 - Skips or adds records.

F5 - Not applicable in IBS Version 4.0.

F6 - Moves a record forward in Review Mode.

F7 - Moves a record backward in Review Mode.

F8 - Deletes records.

OTHER KEYS -

ALT - Shifts function of keyboard to upper case and lower case.

N - Responds "NO" to questions asked by system.

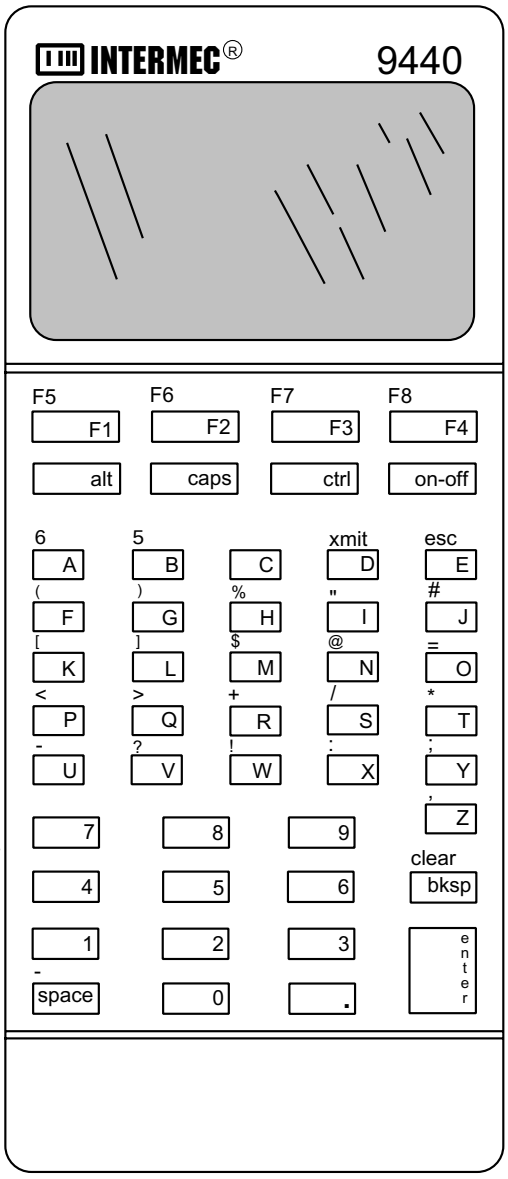
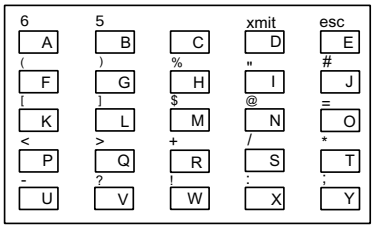


Figure 2

ON/OFF - Shuts the INTERMEC 9440 off; when pressed again, it will return the 9440 to the last screen displayed when shut off.

A through Z - Keys in standard alphabetic characters.

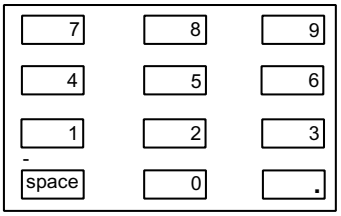


Y - Responds "YES" to questions asked by the system.

BKSP - Deletes characters or clears fields.

ENTER - Causes 9440 to accept data during entry.

0 through 9 - Keys in standard numeric characters.



9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Press numeric key 1 to select the Inventory Option,

(2) Press numeric key 2 to select the Location Audit Option,

(3) Press numeric key 3 to select the Receiving Option,

(4) Press numeric key 4 to select the Next Page Option;

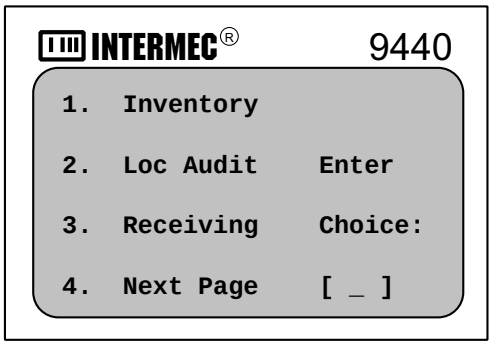


Figure 3

b. The following options appear on the second screen of the main menu;

(1) Press numeric key 5 to select the Relocation Option,

(2) Press numeric key 6 to select the Transfer Option,

(3) Press numeric key 7 to select the System Administration Option,

(4) Press function key F1 to select the Help Option.

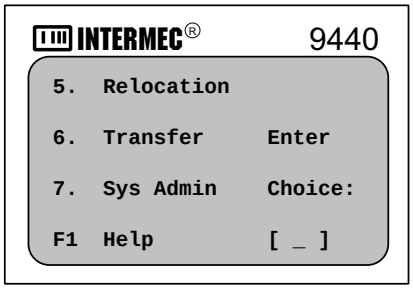


Figure 4

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

11. SUADPS-RT Interface. You cannot transfer inventory, location-audit, receiving, or relocation information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location during a location-audit or relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction (add or delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. Scanner Number. This number (from 1 to 40) appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners,
b. Check date and time data (using the SysAdmin Function on the scanner).

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and to add other records.

17. Data Management.

a. General. As a data-management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory-control and related procedures in this section have the following objectives:

(1) Ensure the accuracy of information in the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports for more effective stock management;

(3) Present methods for effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions using labor-intensive, nonmechanized procedures;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for on-board inventory and stock location validity improvement programs;

(4) Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

(5) Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6) Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7) Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(a) Spot Inventory Aids List,

(b) Suspense Listing,

(c) Material obligation validation (MOV) processing for stock and direct turn-over (DTO) material;

(8) Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

(9) Enhances causative research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

18. Stow Processing.

a. General. The receiving process includes the identification and stowage of material that you previously requisitioned. In addition, it includes recording all these actions. More than anything else, a breakdown in receipt- processing procedures has a greater negative impact on whether personnel in the Supply Department can execute taskings. This section describes actions that are necessary for effective receipt management, defines programs related to IBS, and presents an overview of the receipt-transaction process. Additionally, it describes the management tools and supervisory audits you need to effectively manage receipt-processing functions. It explains as well, the relationship between receipt processing, supervisory audits, and key performance indicators. Effective management of the IBS Receiving Function involves the following:

(1) Ensuring that personnel process DTO material with a proof-of-delivery requirement (POD) through the Receipt Stow Function. This procedure assures the following;

(a) That receiving personnel turn material over to the appropriate requester,

(b) That the individual receiving the material acknowledges receipt by signing receipt documentation.

At this point, the system completes the DTO record for the receipt pending in RIP processing.

(2) Ensuring that personnel properly annotate copies of source documents for material they stowed with the following;

(a) Quantity stowed,
(b) Location in which they stowed the material,
(c) Initials of the individual that stowed the material.

They must record these stow transactions into a PC with configuration for IBS processing or into an INTERMEC scanner. Receiving personnel will turn over all stow source documents to Stock Control personnel after transferring stow data to SUADPS-RT.

b. Stock Receipt File Maintenance. This function provides front-line managers with access to receipt information within the Stock Receipt Master File (SRMF). This file contains the data for receipts awaiting extract processing into SUADPS-RT. This includes both stock and DTO material that requires proof of delivery. Managers and line supervisors use this function to accomplish the following actions:

(1) Edit the SRMF,

(2) Delete records from the SRMF,

(3) Restore the screen image to the status it had before editing (this depends on whether the system already saved the data you edited),

(4) Change or modify data elements of records within the SRMF.

NOTE: You may not alter the document number itself, but you can delete the entire record, when necessary.

c. File Utilities Function. The primary purpose of the IBS Program is to record data utilizing INTERMEC 9440 scanner readers. However, when necessary, you can enter data directly to a PC with configuration for IBS processing by using the File Utilities Function. The processes available within this function are as follows:

(1) Input stock receipt and stow data,
(2) Input DTO receipt data,
(3) Input receipt data for DTO material that requires proof of delivery (POD),
(4) Maintain the Stock Receipt Master File.

d. Enter Stock Stow Data to a PC. After personnel receive stock material and record the RIP transaction in the IBS Program, they need to stage it for stowage in the appropriate location. Storeroom personnel will use the Receipt Stow Function to record stowage actions. They also must accomplish the following actions:

(1) Ensure that adequate storage areas are available before assigning new locations;

(2) Ensure they identify material properly and that they annotate the stow source document with the actual quantity they stowed, the location, and a note on whether a bar-code label is necessary;

(3) Ensure they record the stock-stow transaction in the IBS Program and file the source document in the Stock Stow Pending File.

19. Management and Analysis of IBS Reports. This process is the key to ensuring a successful receiving process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that IBS processed. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel with an assignment as coordinators on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. Coordinators are the focal points for solving all problems that relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

> **NOTE:** Correct management practices equate to successful utilization of the IBS Program.

3. Obtain Data Extracts. Another coordinator responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator will distribute these reports to all managers and to the functional personnel that take part in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports that the IBS Program generates.

C. PREPARATION PROCEDURES

1. Conduct Pre-briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick-up and turn-in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following:

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and receipt processing.

e. Training. Cover the following fundamental topics:

(1) Basic scanner functions;

(2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration

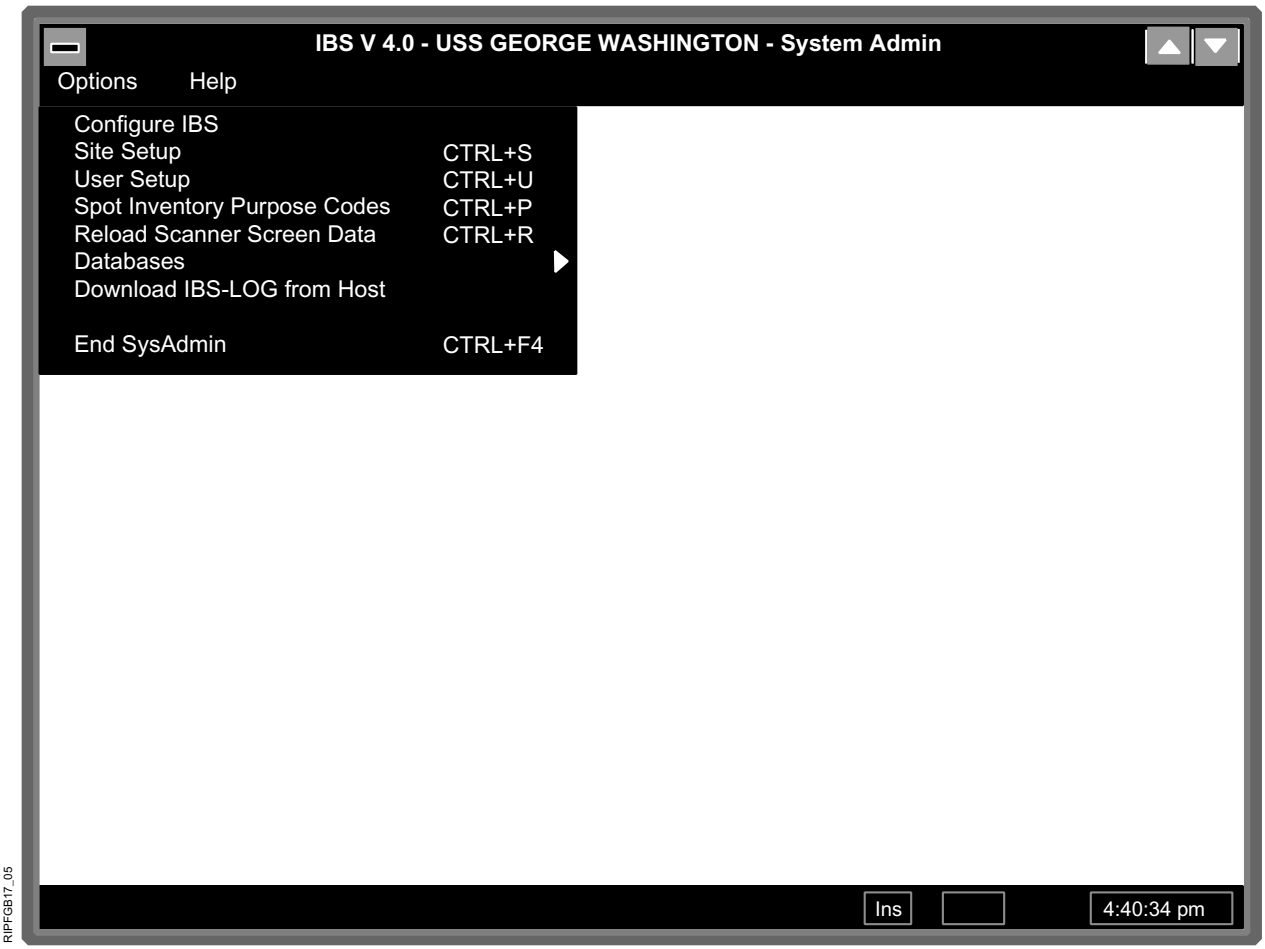


Figure 5

a. General. This function allows you to configure your system for the Integrated Barcode System (IBS) Program.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program (Figure 6).

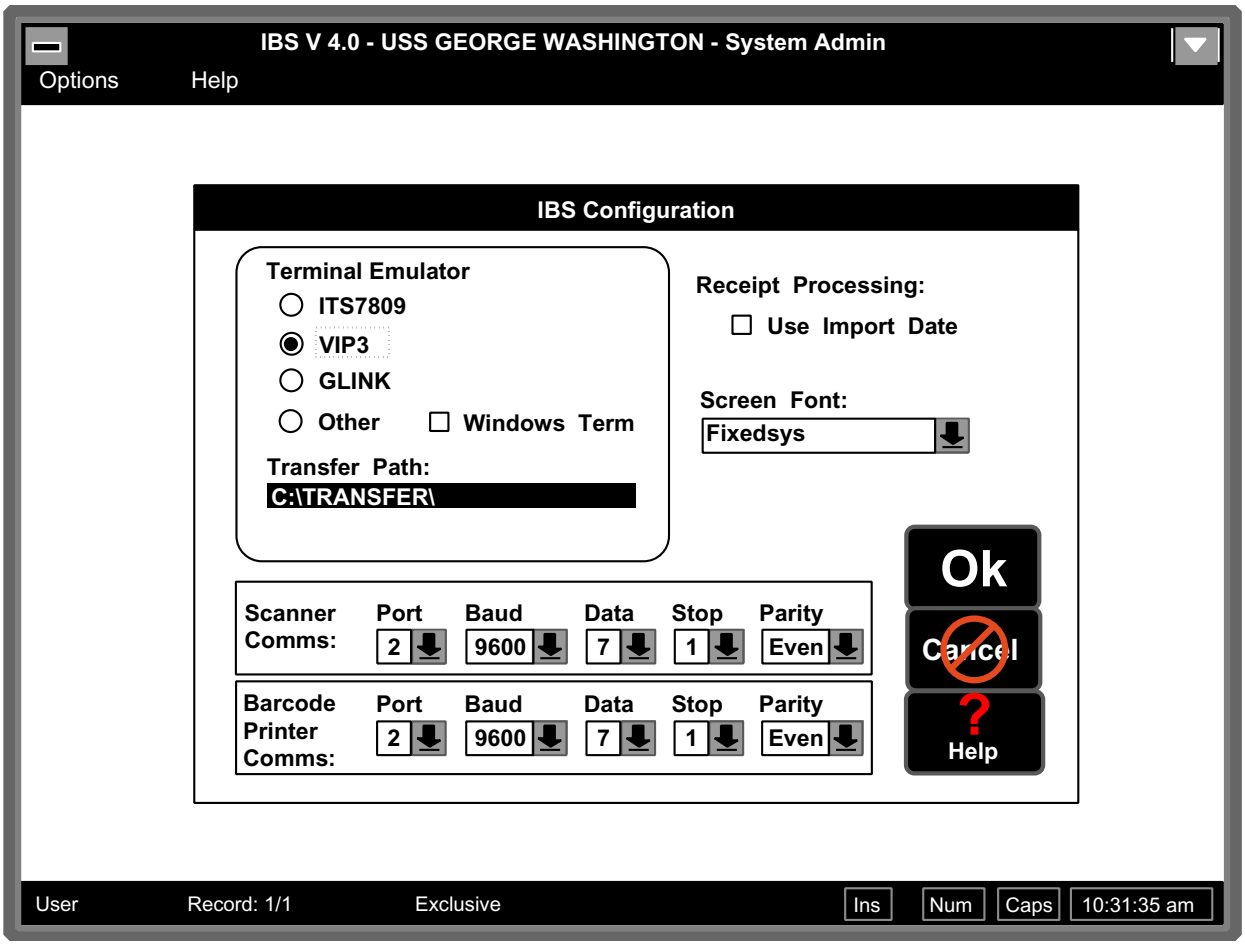


Figure 6

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the System Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

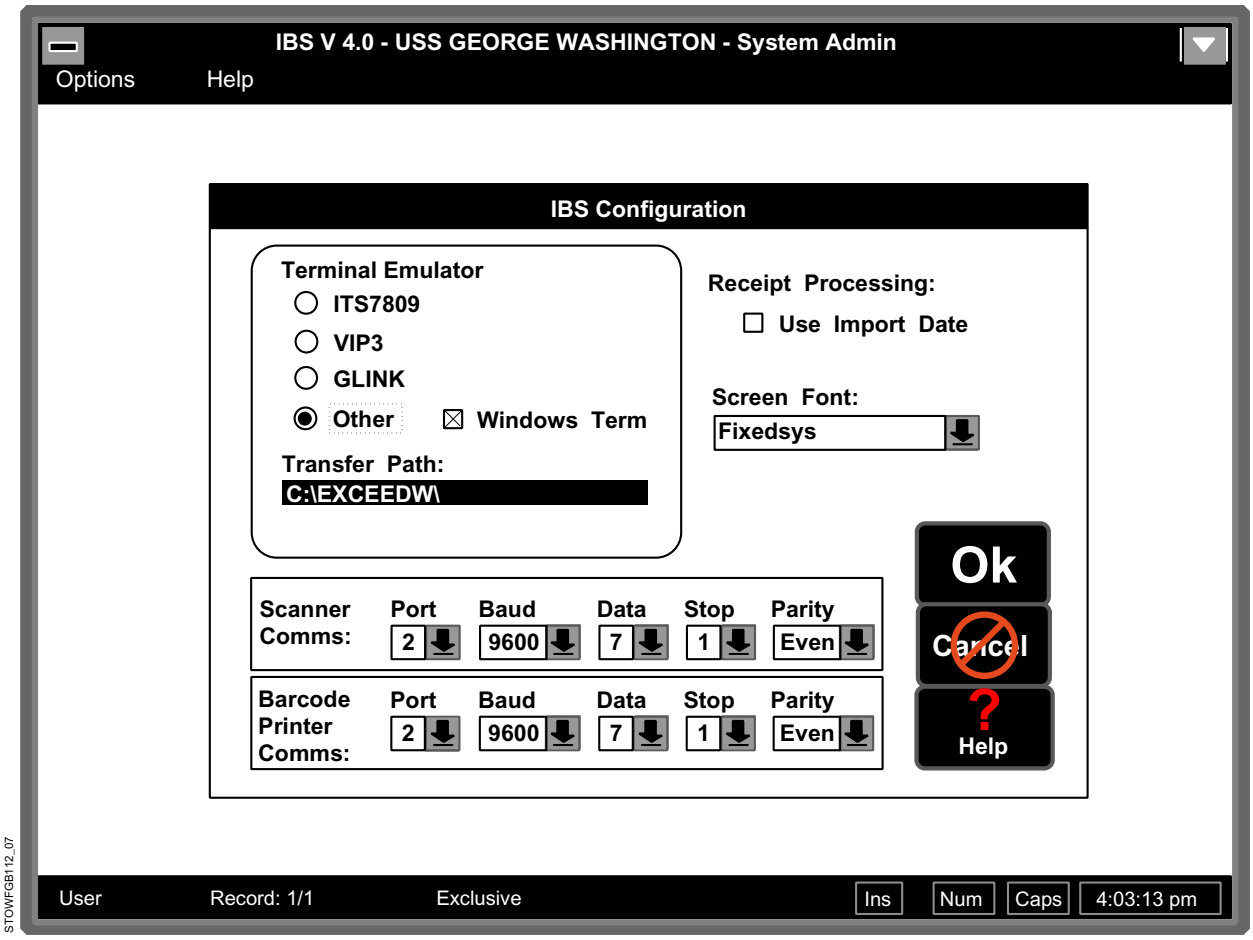


Figure 7

(7) Step 7. Select the Configure IBS Option from the Options Submenu.(8) Step 8. Select the particular terminal emulator that is on your system from those that are on the screen (Figure 6) or select the Other Option.

(8) Step 8. Select the particular terminal emulator that is on your system from those that are on the screen (Figure 6) or select the Other Option.

NOTE: VIP3 is the terminal emulator of choice for the unported form of IBS Version 4.0.

(9) Step 9. If you selected the Other Option in the previous step, enter the transfer path you wish to use for the ported form of this program (figures 7 and 8).

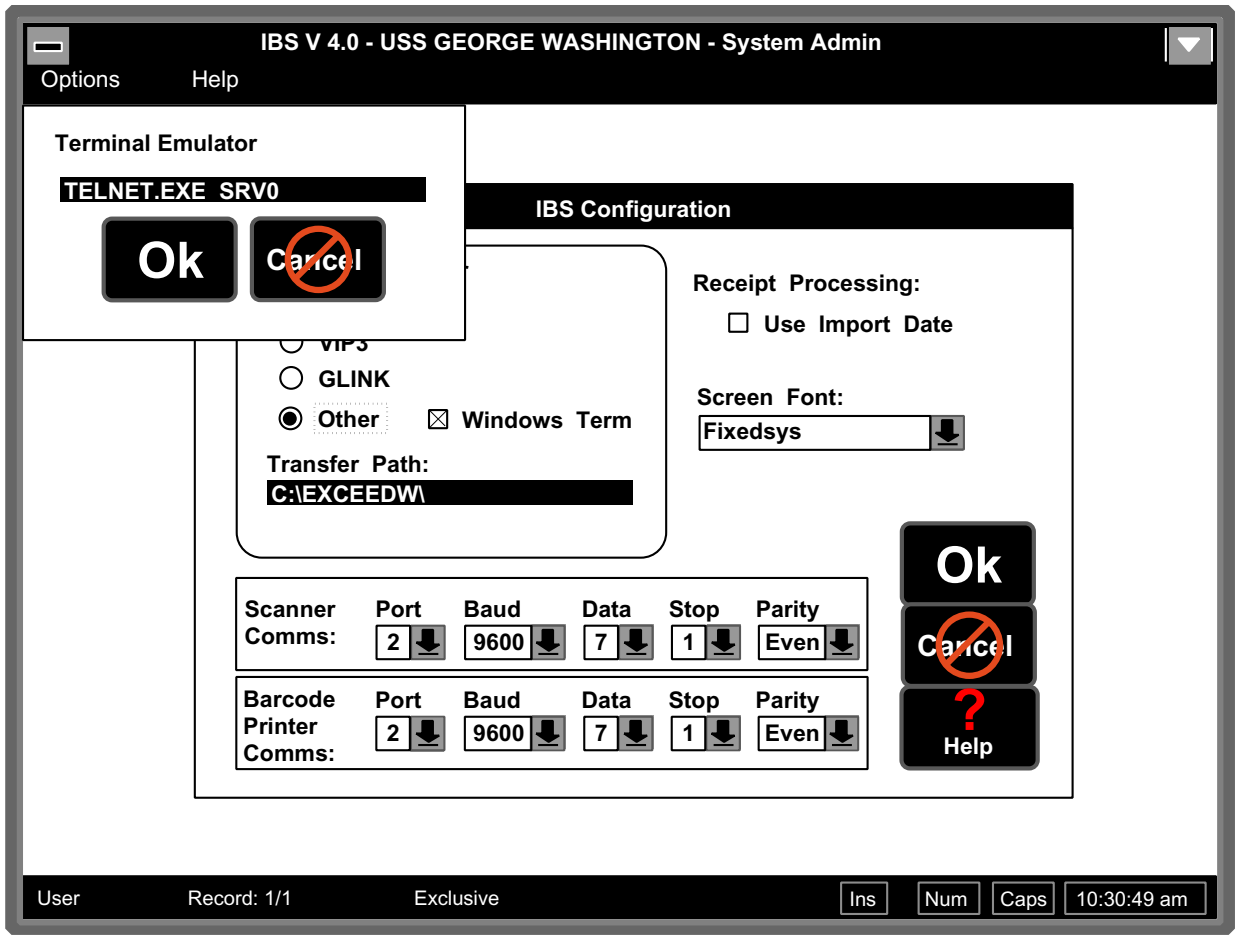


Figure 8

(10) Step 10. Select whether you wish to use an import date for receipt processing.

(11) Step 11. Select the down arrow next to the Screen Font Data Block to view the fonts available to you. Select one of those fonts if you wish to change the default setting.

NOTE: The Fixedsys Option is the only acceptable choice for the screen font. Others will not always allow you to view data properly.

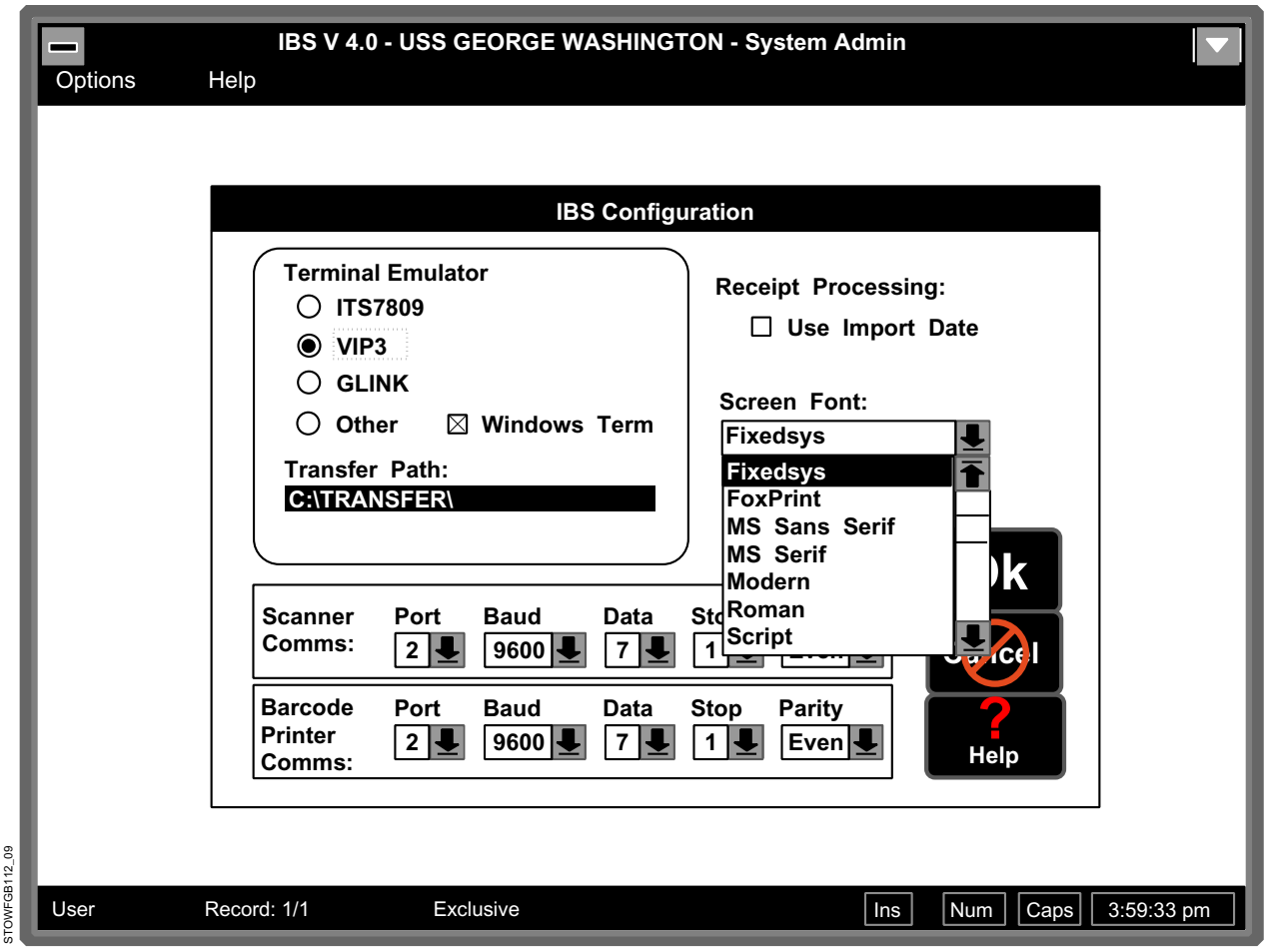


Figure 9

(12) Step 12. Use this same procedure to change the default settings for the Scanner Communications (comms) Data Block and the Barcode Printer Communications (comms) Data Block.

(13) Step 13. When you finish, select the OK Option to save your input. The system then returns to the System Administration Screen.

3. Establish Control Data.

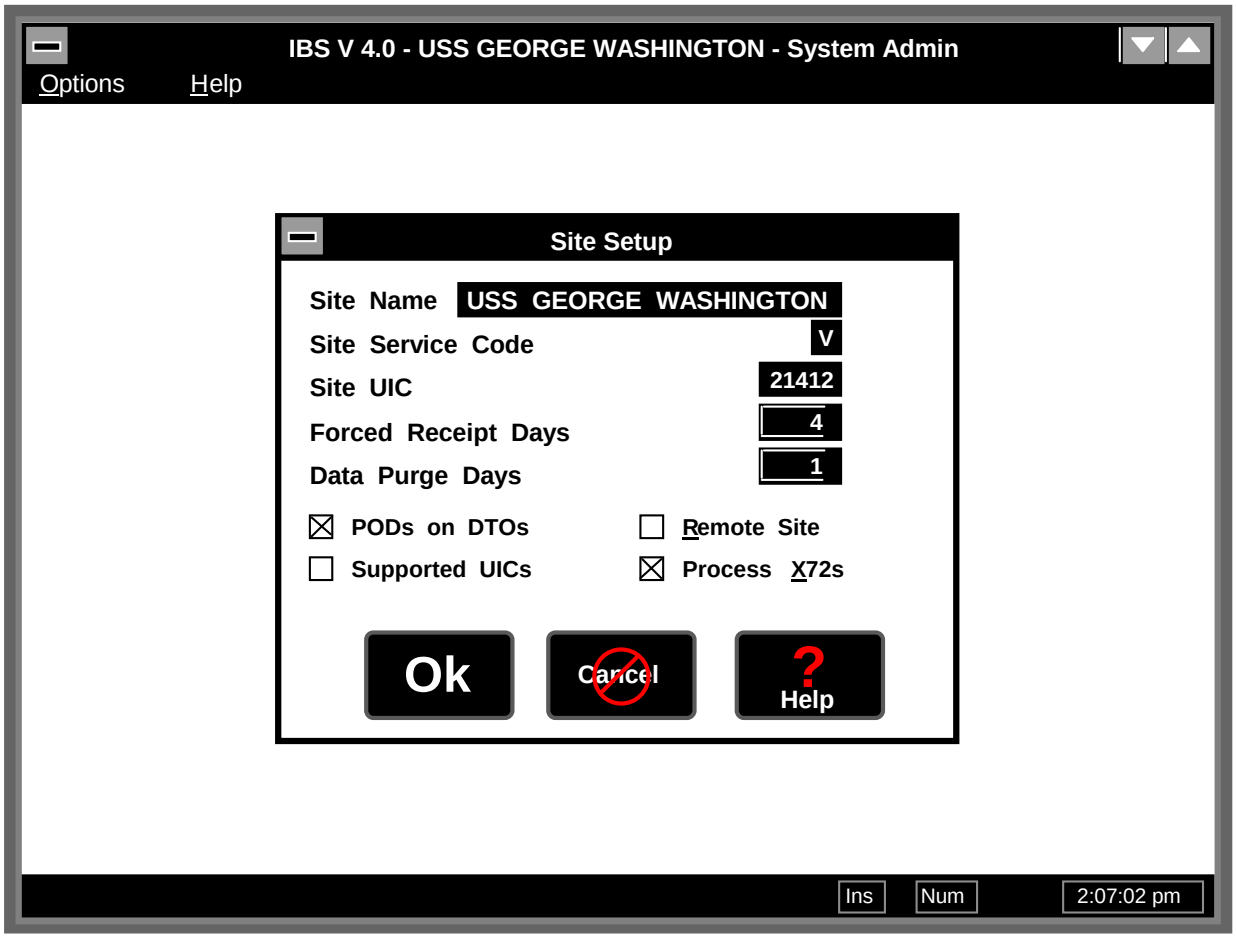


Figure 10

a. General. This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

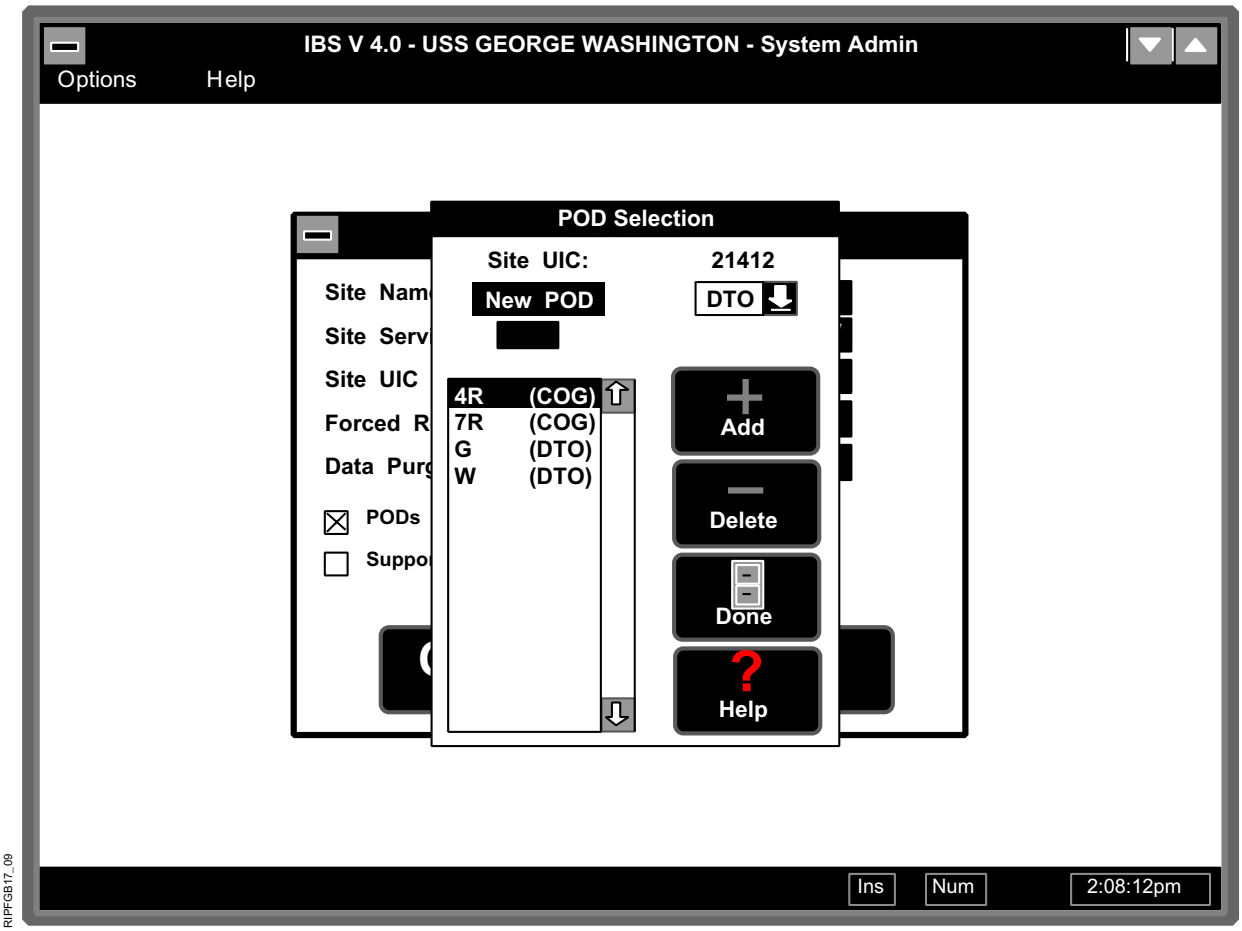


Figure 11

(2) Step 2. Select the IBS Icon from the Windows Main Screen to initiate the IBS Program.

(3) Step3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

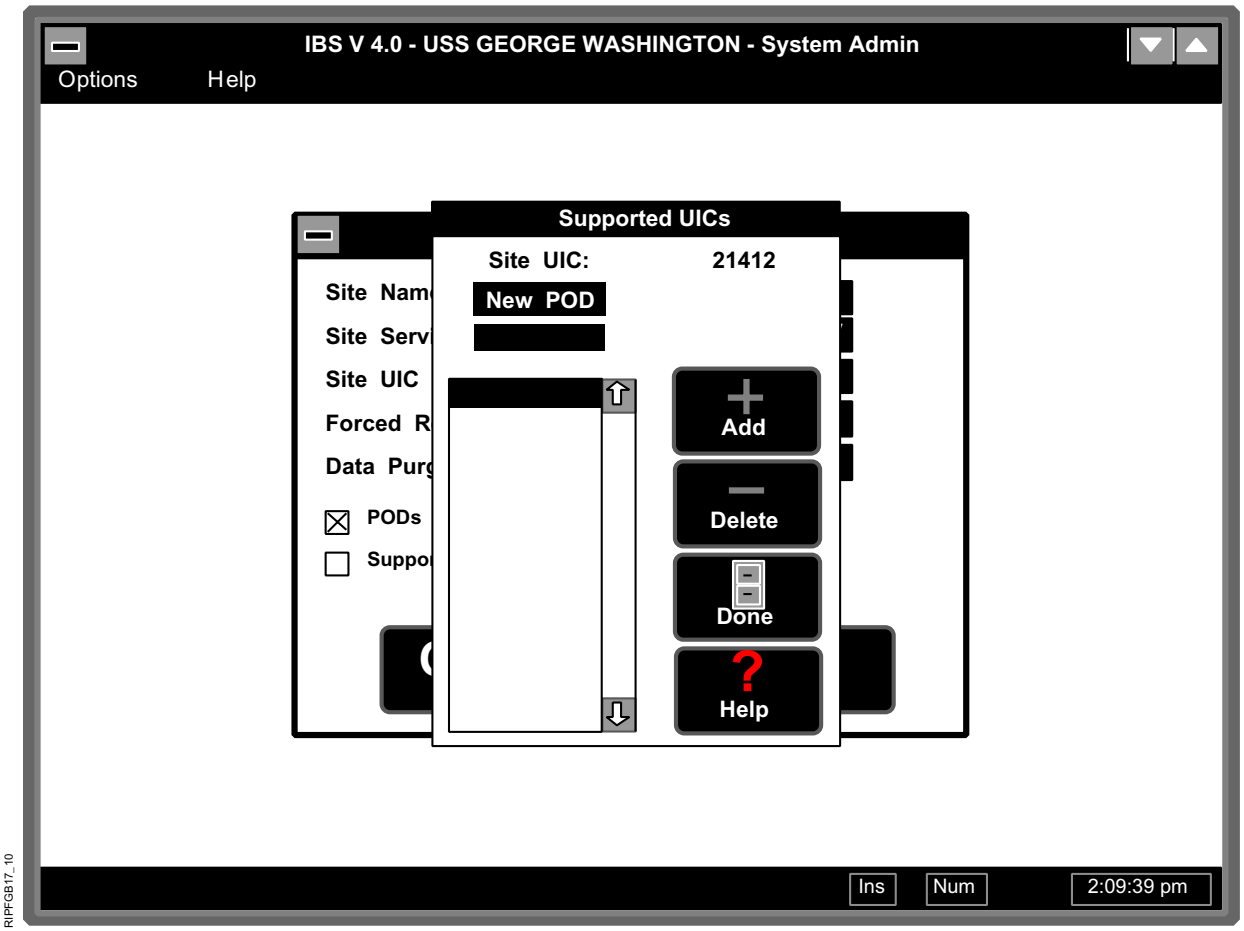


Figure 12

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Site Setup Option from the Options Submenu.

(8) Step 8. Enter the information you desire in the following data fields:

(a) Site Name,
(b) Site Service Code,
(c) Site UIC,
(d) Site Routing ID,

(e) Forced Receipt Days,
(f) Data Purge Days,
(g) DTO POD Indicator,
(h) Remote Site Indicator
(i) Supported UIC Indicator
(j) Process X72s.

(9) Step 9. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Screen.

(10) Step 10. Select the End SysAdmin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

4. Establish System Passwords.

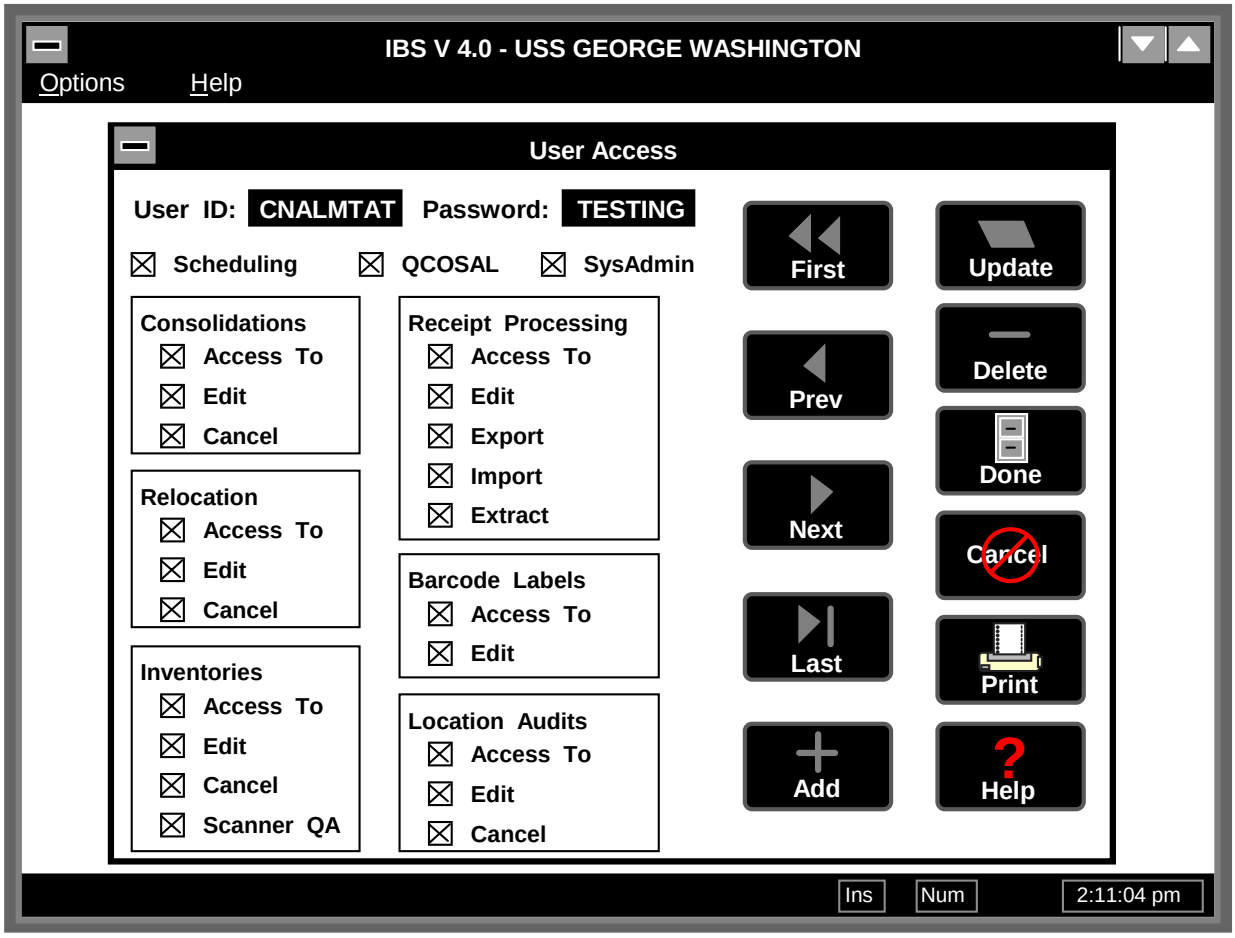


Figure 13

a. General. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords.

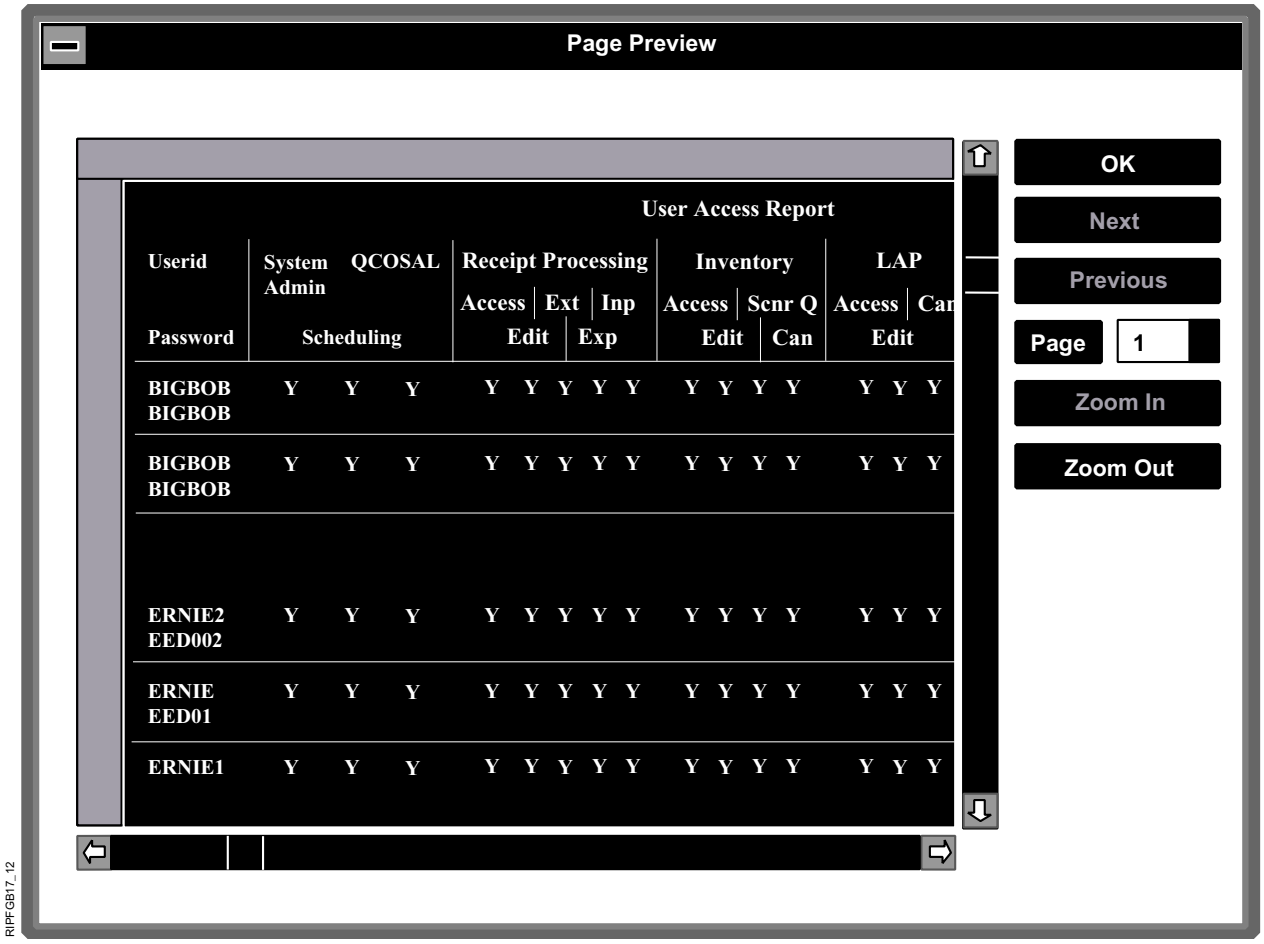


Figure 14

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the User Setup Option from the Options Submenu.

(8) Step 8. Select the Add Option and then type in the user ID code you wish to add. In addition, select the functions to which you wish that user ID to have access. The functions available are as follows:

(a) Scheduling,
(b) Q-COSAL,
(c) System Administration,
(d) Consolidation,
(e) Relocation,
(f) Inventories,
(g) Receipt Processing,
(h) Bar-code Labels,
(i) Location Audits.

NOTE: To modify the functions available to a particular individual, enter the particular code you wish to change in the User ID Data Field. Then, remove the selection from the functions to which you do not wish this person to have access. Finally, select the Update Option to input the changes to the database. To delete a particular code, enter the appropriate code in the User ID Data Field. Then, select the Delete Option to remove it from the database.

(9) Step 9. If you wish to print the user listing, select the Print Option.

(10) Step 10. The program then allows you to review the data on the screen. Ensure it is correct and then press the OK Option to continue.

NOTE: When you review the records, select the Zoom In Option to increase the size of the data on the screen. Then use the up or down and right or left arrow options on the screen to view the different data on the file. Use the Next, Previous, or Enter Page Number Option to move from page to page within the file.

(11) Step 11. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Menu Screen.

(12) Step 12. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

5. Transfer Screen Data to a Scanner.

a. General. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Reload Scanner Screen Data Option from the Options Submenu after you connect the appropriate cable securely to both the scanner and the PC. The system immediately begins transferring the screen data.

6. Use the Databases Function.

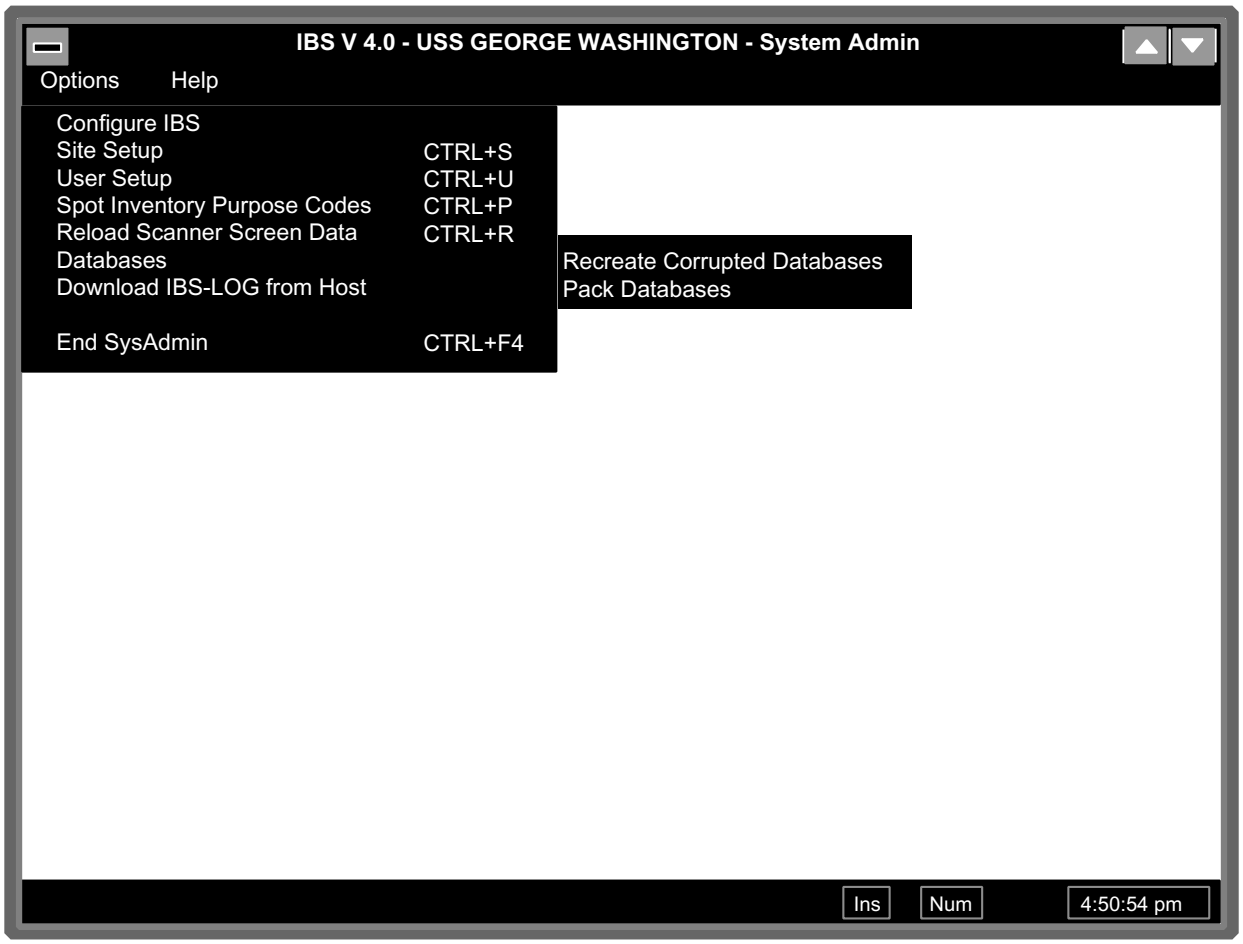


Figure 15

a. General. This function allows you to re-create databases that have corrupt data as well as to repack the data within them.

b Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Databases Option from the Options Submenu.

(8) Step 8. Select either the Recreate Corrupted Database or the Pack Databases Option. The system immediately proceeds to accomplish the tasking you select.

(9) Step 9. When the function you selected is complete, select the OK Option to continue. The system returns to the System Administration Menu Screen.

7. Print the IBS Log Report.

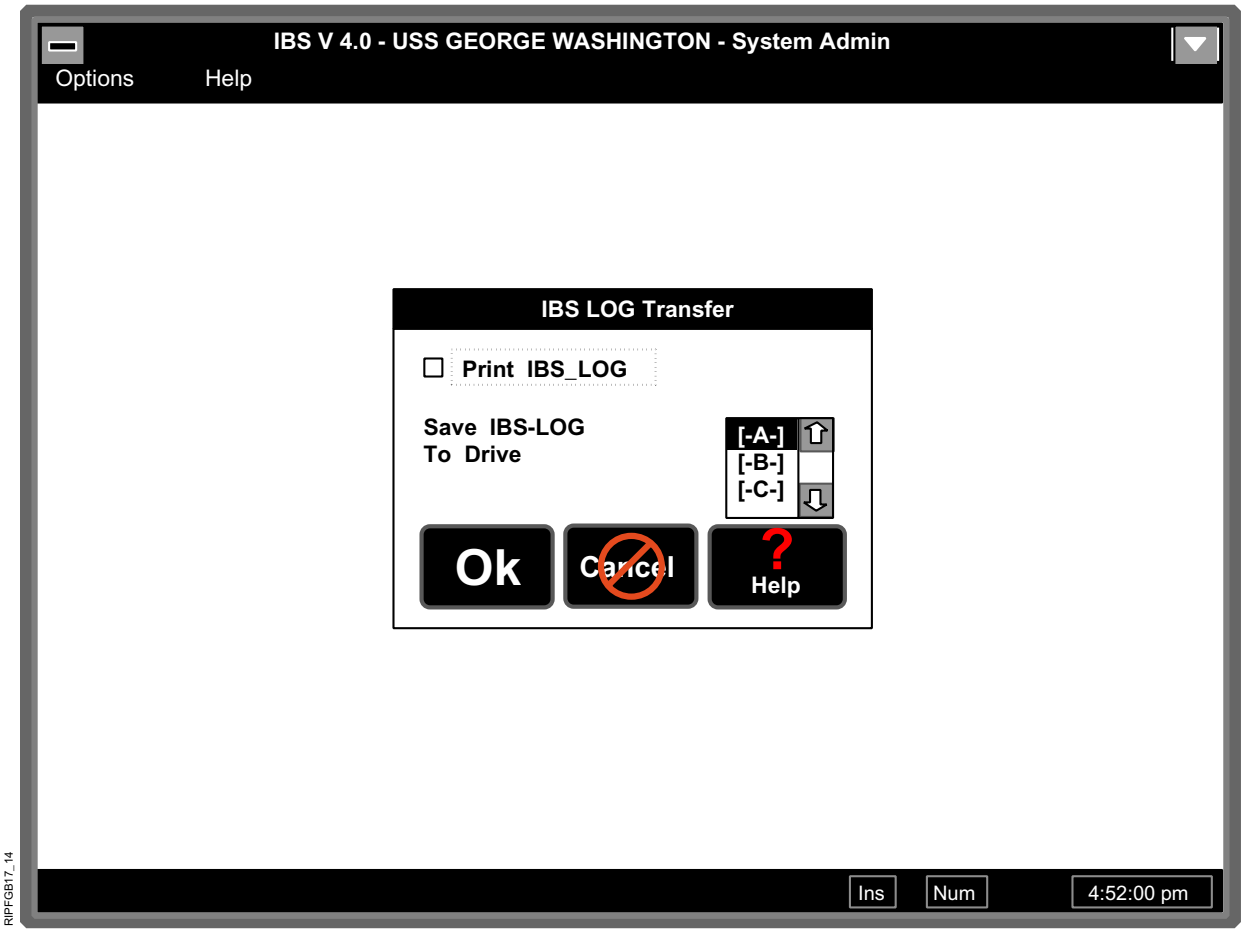


Figure 16

a. General. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

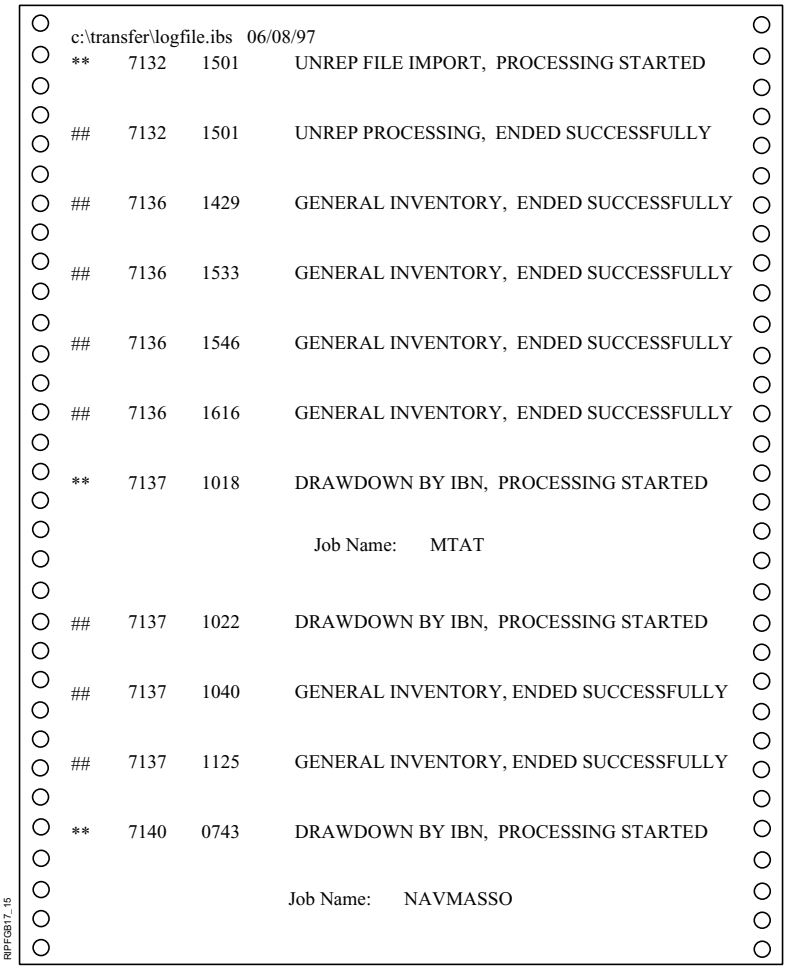


Figure 17

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Download IBS-Log From Host Option from the Options Submenu.

(8) Step 8. Select the Print IBS Log Option to continue.

(9) Step 9. Select the drive (from those that appear on the screen) to which you wish to save log data.

(10) Step 10. Select the OK Option to continue. After the printing process is complete, the system returns to the System Administration Menu Screen.

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The procedures for this process are as follows:

(1) Step 1. Provide a freshly charged battery for each scanner every day. Do not use the battery packs containing "double A" batteries. These are only for use when shipping defective scanners back to the type commander (TYCOM).

(2) Step 2. Use the scanner and recharge batteries in continuous cycles. That is, use it for 750 hours and then charge overnight. This cycle ensures the batteries remain at a safe level of operation. Do not recharge batteries for more than 14 hours at one time or you may damage the NiCad battery pack.

(3) Step 3. Ensure you remove the unit's battery pack and place it in the recharge unit after each use.

(4) Step 4. Press the discharge button once after inserting it in the charger.

(5) Step 5. Maintain the chargers in an area with limited access. (There is a tendency for ship's personnel to press the discharge button, mainly out of curiosity.)

(6) Step 6. Reset the battery chargers when there is a loss of ship's power. Do not store the scanners without the external battery pack. To do so causes a power drain on the scanner's internal battery. A complete loss of internal battery power renders the scanner inoperable.

(7) Step 7. If a battery pack gets stuck in the charger, insert something that is plastic and nonconductive (such as an ID card) between the battery and the top slot of the charger. This will allow the wire contacts to disengage (chances are, they are slightly bent).

(8) Step 8. Contact your TYCOM representative to coordinate repair of damaged or defective scanners.

b. Install IBSV4 Chip to Scanner. The procedures necessary to install the IBS Version 4.0 chip to a scanner are as follows:

(1) Step 1. Ensure the chip socket is empty before you turn on the scanner.

(2) Step 2. Scan the "default configuration" bar code (Figure 18) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

Figure 18

(4) Step 4. Scan the two "IBSV4 configuration" bar codes one after the other when the term "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling. . ." appears on the scanner while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

(1) External Battery Pack. To prevent a low-charge warning, periodically check the charge on the battery pack as follows:

(a) Step 1. Select the Sys Admin Option from the Main Menu Screen on the scanner.

(b) Step 2. Select the Next Page Option and then the Check Battery Option from the Sys Admin Screen on the scanner. If the batteries are all right, the term "Ready" appears. Press the CTRL and ENTER keys at the same time. The term "Low battery" appears if the battery pack has a low charge.

(c) Step 3. Press the ENTER key to return the scanner to the Main Menu Screen.

(2) Internal Lithium Battery. The internal battery has a life span of one year and supports all internal processes (programs). To prevent a low-charge warning, periodically check the charge on the internal battery as follows:

(a) Step 1. Clear all data on the scanner.

(b) Step 2. Remove the external battery pack.

(c) Step 3. Remove the EPROM chip cover.

(d) Step 4. Note the position of the chip itself and then remove it.

(e) Step 5. Replace the battery pack and lock it in place.

(f) Step 6. Turn the scanner on.

(g) Step 7. When the term "TRAKKER ready" appears, press the ALT and B keys at the same time.

(i) If the term "Low battery" appears, the charge of the external battery is low.

(ii) If the term "Low backup" appears, the charge of the internal battery is low.

d. Reconfigure Scanner. You will need to reconfigure a scanner if the charge of the internal battery is low or if the chip requires replacement. The procedures for this process are as follows:

(1) Step 1. Ensure the scanner is off, then remove the chip.

(2) Step 2. Turn on the scanner and scan the "default configuration" bar code (Figure 18) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

(4) Step 4. Scan the two "IBSV4 configuration" bar codes one after the other when the term "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling . . ." appears on the scanner while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

9. Ready Scanners With No Data on File. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. When the Main Menu Screen appears again, press function key F3 to change the volume of the beeping sound. Then, press alphabetic key S for a soft volume, alphabetic key M for a medium volume, or alphabetic key L for a loud volume.

e. Step 5. Press function key F4 to check the date and time. If the data is correct, press alphabetic key Y and then the ENTER key. If it is incorrect, press alphabetic key N and then the ENTER key. The keys that are active on each processing screen are as follows:

(1) F1 allows you to access the Help Screen,
(2) BKSP allows you to delete a single character,
(3) ALT and BKSP together allow you to delete an entire data field,
(4) ALT and C together allow you to light up the screen in a dark or dimly lit area.

f. Step 6. Enter the correct date and time. Ensure you press the ENTER key after you complete each data field on the screen.

g. Step 7. Press alphabetic key Y to return the scanner to the Main Menu Screen.

h. Step 8. Enter the scanner number, usually a number from 1 to 40.

i. Step 9. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options available are as follows:

(1) Inventory,
(2) Location Audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) Sys Admin.

10. Ready Scanners With Data Not Yet Transferred. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Press any key to return the scanner to the Main Menu Screen.

e. Step 5. Select one of the options that appear on the screen. If you select a function that already has data on file, the system will add any transactions that you process at this time to the old file. For example, if the data on the scanner is for RIP processing and you wish to continue this function, the scanner allows you to add the new RIP transactions to the old file. Before you work on the same option, ensure you did not already transfer the data to the PC. Only in this way can you prevent duplicating the transfer of the same data.

f. Step 6. If you decide to transfer scanner data at this time, prepare the PC for this process. INTERMEC scanners now have the capacity to store data for different functions at one time without requiring you to transfer data immediately to a PC. The only exception to this is the combination of a location audit and a general inventory, because you cannot begin a location audit without first completing the general inventory or a general inventory without first completing the location audit. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

g. Step 7. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

h. Step 8. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner one after the other.

i. Step 9. After you successfully complete the transfer, you need to delete the file from the scanner and prepare the scanner for another process (see the next paragraph).

11. Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. In this case, the procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Select the Sys Admin Option by pressing numeric key 7 from the Main Menu Screen.

e. Step 5. Select the Clear File Option by pressing numeric key 5.

f. Step 6. Select the file you wish to clear from the following:

(1) Press numeric key 1 to select to clear RIP records,
(2) Press numeric key 2 to select to clear stow records,
(3) Press numeric key 3 to select to clear relocation records,
(4) Press numeric key 4 to select to clear inventory records,
(5) Press numeric key 5 to select to clear location-audit records.

g. Step 7. Press the ALT key and alphabetic key E after the data clears to return the system to the Main Menu Screen.

h. Step 8. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options available are as follows:

(1) Inventory,
(2) Location Audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) System Administration.

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. If you decide to transfer scanner data at this time, prepare the PC for this process. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

e. Step 5. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

f. Step 6. As the transfer of data progresses, the messages “Transfer,” “Transferring (Name of File) to PC,” and “Transfer successful” appear on the scanner.

g. Step 7. After you complete the transfer successfully, you need to delete the file from the scanner and prepare the scanner for another process (see paragraph 10 above).

D. STOW PROCEDURES

1. Program Scanners. The ideal way to process receipt data is to program two different sets of scanners for receipt processing. Receiving personnel will use the first set to enter receipt in process (RIP) data; storeroom personnel will use the second set to scan stow data.

a. Stow Procedures. This function allows you to ensure all scanners are ready for storeroom personnel to use before beginning stow processing. Refer to paragraphs 8 through 12 of Section C for specific procedures on the following actions:

(1) Clearing any data already on the scanner and preparing it for the next operation,

(2) Ensuring no two scanners have the same identification number,

(3) Verifying that the identification number for the location audit is unique and identical to the one you entered to the PC.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Receiving Option from the Main Menu Screen on the scanner by pressing numeric key 3.

(2) Step 2. Next, select the Stow Option by pressing numeric key 2.

(3) Step 3. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to storeroom personnel.

(4) Step 4. Proceed to the next paragraph to continue this receiving process.

2. Issue Scanners to Personnel. Distribute the scanners you programmed for stow processing to storeroom personnel after completion of RIP processing. All personnel must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Damage to the scanner,
b. Failure of the battery,
c. Problems with key entry.

Proceed to the next paragraph to continue this receiving process.

3. Transfer Stow Data From Scanners to the PC.

a. General. This function allows you to transfer stow data in an INTERMEC scanner reader to a PC for additional processing. As personnel return scanners containing stowage data, transfer the data to the PC for processing into receipt master files. This process is the same regardless of which of the following types of data a scanner contains:

(1) Stock RIP data,
(2) Stock stow data,
(3) DTO data for material that does not require POD,
(4) DTO data for material that requires POD.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Scanner Option from the Receipt Processing Menu Screen.

(2) Step 2. Select the Transfer From Scanner Option on the Scanner Submenu.

(3) Step 3. Ensure you connect the scanner download cable securely to both the scanner and the PC, and then press numeric key 6 on the scanner.

(4) Step 4. The system now prompts you to decide whether you wish to transfer data from the scanner to the PC. Select the OK Option to continue this process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Receipt Processing Menu Screen.)

(5) Step 5. Proceed to the next paragraph to continue this receiving process.

4. Review Receipt Stow Scanner Reports. After you transfer scanner data to the PC, the system generates scanner data transfer reports. Then, it processes data into receipt master files and, if it finds any discrepancies, generates error and exception reports. The reports are as follows:

a. Download Report.

30 AUG 93 (3242) RECEIPT IN PROCESS SCANNER PAGE 1
RIP SCANNER: 01 DOWNLOAD REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SHIP QUANTITY	STOW QUANTITY	STOW LOCATION	SCANNER USER ID	SCAN DATE	NIIN LABELS	LOCS LABELS
9P	5935-00-199-7619	V09114-3215-0635	1	1		SR3518	3242	0	0
9N	5935-00-934-2999	V09114-3023-0452	4	4		SR3518	3242	1	1
9Z	5310-00-947-1380	V09114-3123-0643	8	7		SR3518	3242	8	1
1R	1730-00-948-4564	V09114-2223-0664	3	3		SR3518	3242	0	0
1R	5945-01-240-2505	V09114-3251-1230	1	1		SR3518	3242	1	1

Total Records for this Report: 5

REDPRO_06

Figure 19

This report provides a list of all the stow transactions you transferred from a scanner to the PC. The program can print the report in either NIIN or document-number sequence. Use this report to conduct audit trails and verify receipt-processing transcations. Provide a copy of this report every day to the Receipt Processing Coordinator.

b. DTO Errors Report.

30 AUG 93 (3242) RECEIPT IN PROCESS SCANNER PAGE 1
RIP SCANNER: 01 EXCEPTION REPORT

DOCUMENT NUMBER	SUFFIX CODE	COG	STOCK NUMBER	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCAN DATE	EXCEPT CODE	**ON FILE** QTY	**ON FILE** DATE
V09114-3215-00664	A	9N	1730-00-948-4564	EA	3	2	NNZ	41.50	SR3518	3242	02	3	3241

NOTE: THIS REPORT DEPICTS THOSE RECORDS WHICH HAVE BEEN PREVIOUSLY SCANNED AND REQUIRE RESEARCH.

EXCEPTION CODES:
01 - DUPLICATE STOCK RIP
02 - DUPLICATE STOCK RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
03 - DUPLICATE STOCK RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)
04 - DUPLICATE DTO RECEIPT
05 - DUPLICATE DTO RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
06 - DUPLICATE DTO RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)

TOTAL RECORDS FOR THIS REPORT: 1

REDRIO_07

Figure 20

This report lists DTO records without a POD requirement that personnel processed erroneously using the Stow Function. Use this report to verify receipt data that you transferred. If you verify that personnel processed records erroneously through the Stow Function, delete them using the Receipt File Maintenance Function.

5. Edit Stock and DTO POD Stow Data.

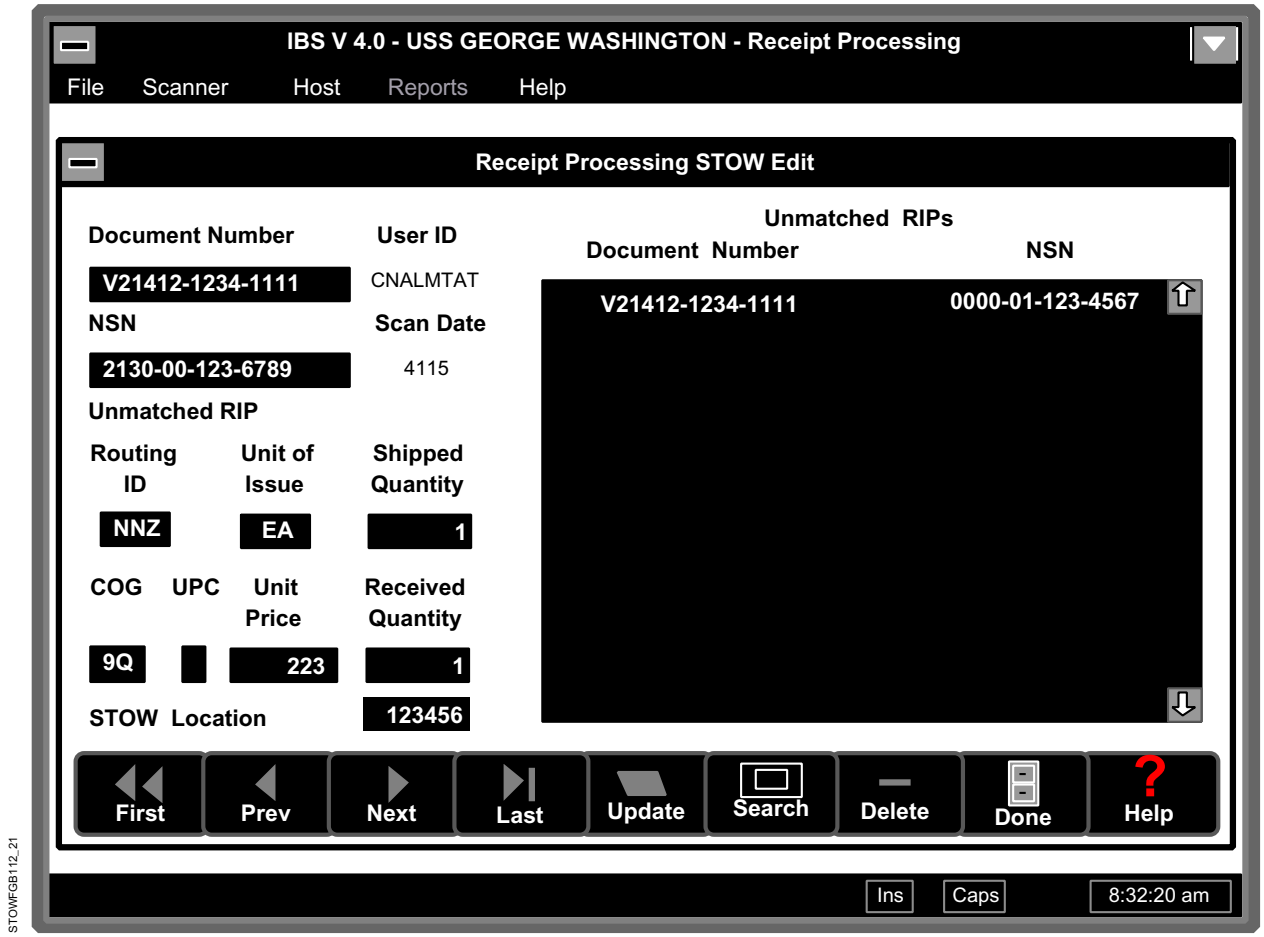


Figure 21

a. General. This function allows you to access, update (after review above), and process other maintenance actions for stock or DTO POD data in the Receipt Master File. This file contains all stock receipt data awaiting extract processing into SUADPS-RT. It also contains data for all DTO receipts that required POD processing.

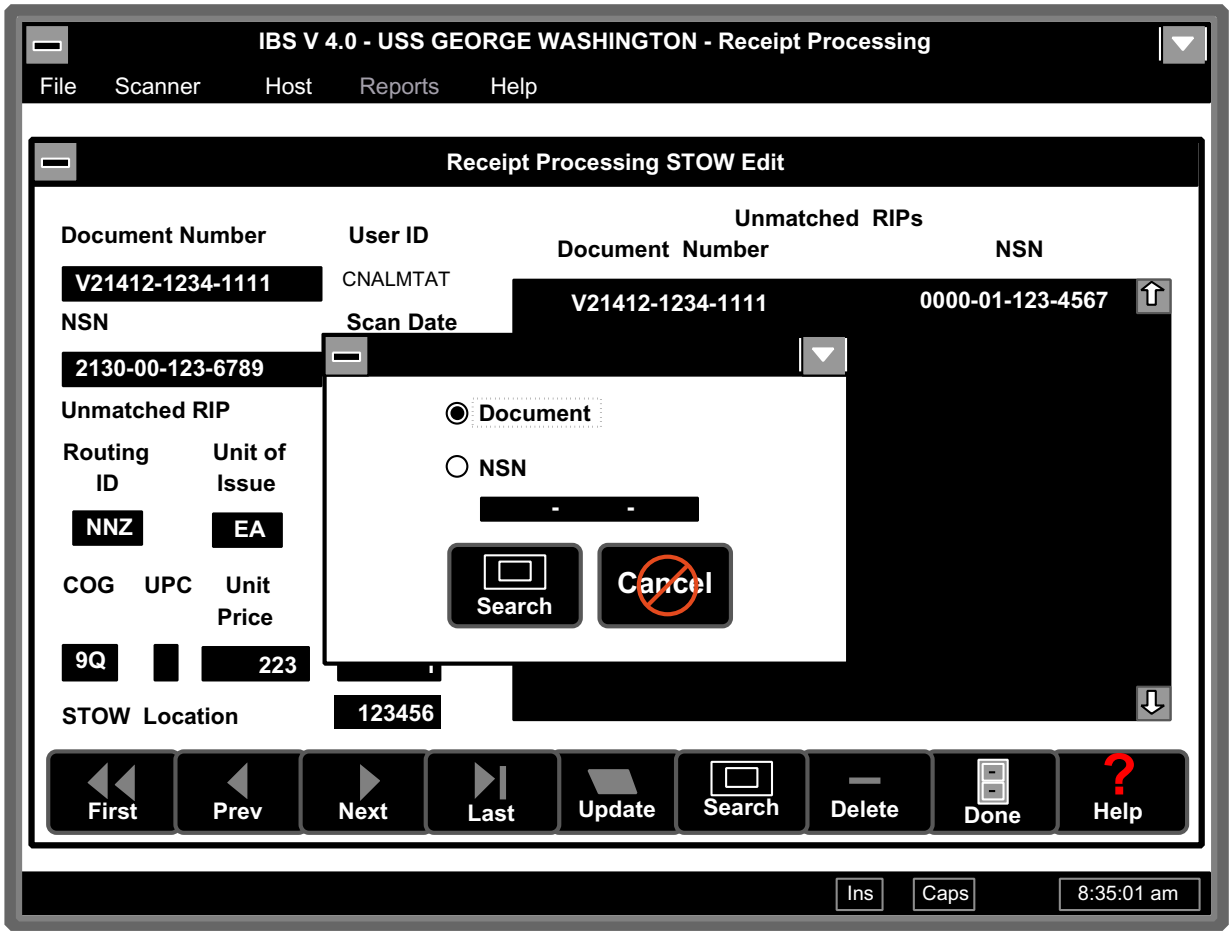


Figure 22

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Stow Option on the File Submenu and the Edit Option on the Stow Submenu.

(8) Step 8. Use the arrow keys or the mouse to select the Search Option. (You also can use the First, Previous, Next, or Last Option to locate a record if you desire to do so.)

NOTE: In addition, you can use the up and down arrows on the records screen to scroll through them to locate the record you wish to edit.

(9) Step 9. Select to search by document or NSN number.

(10) Step 10. Enter the document or stock number in the highlighted data block and select the Search Option again.

NOTE: If you enter erroneous data or the document number you enter does not have a match, a warning appears on the screen advising you that there is no RIP data on file for that document number. The program will prompt you to decide whether you wish to continue. Select the OK Option to attempt to locate another record.

(11) Step 11. Once the record you wish to edit appears, change the data on the screen as necessary. Use the arrow keys or the mouse to select the appropriate data fields you wish to edit. Then, type the revised data over the data already on the screen.

(12) Step 12. Check the data elements on the screen carefully and, if correct, select the Update Option to save the changes.

(13) Step 13. Select the OK Option to continue to the next record you wish to edit.

(14) Step 14. When finished, select the Done Option to conclude this process and return the system to the Receipt Processing Menu Screen.

(15) Step 15. Proceed to the next paragraph to continue this receiving process.

6. Generate Receipt Differences Reports.

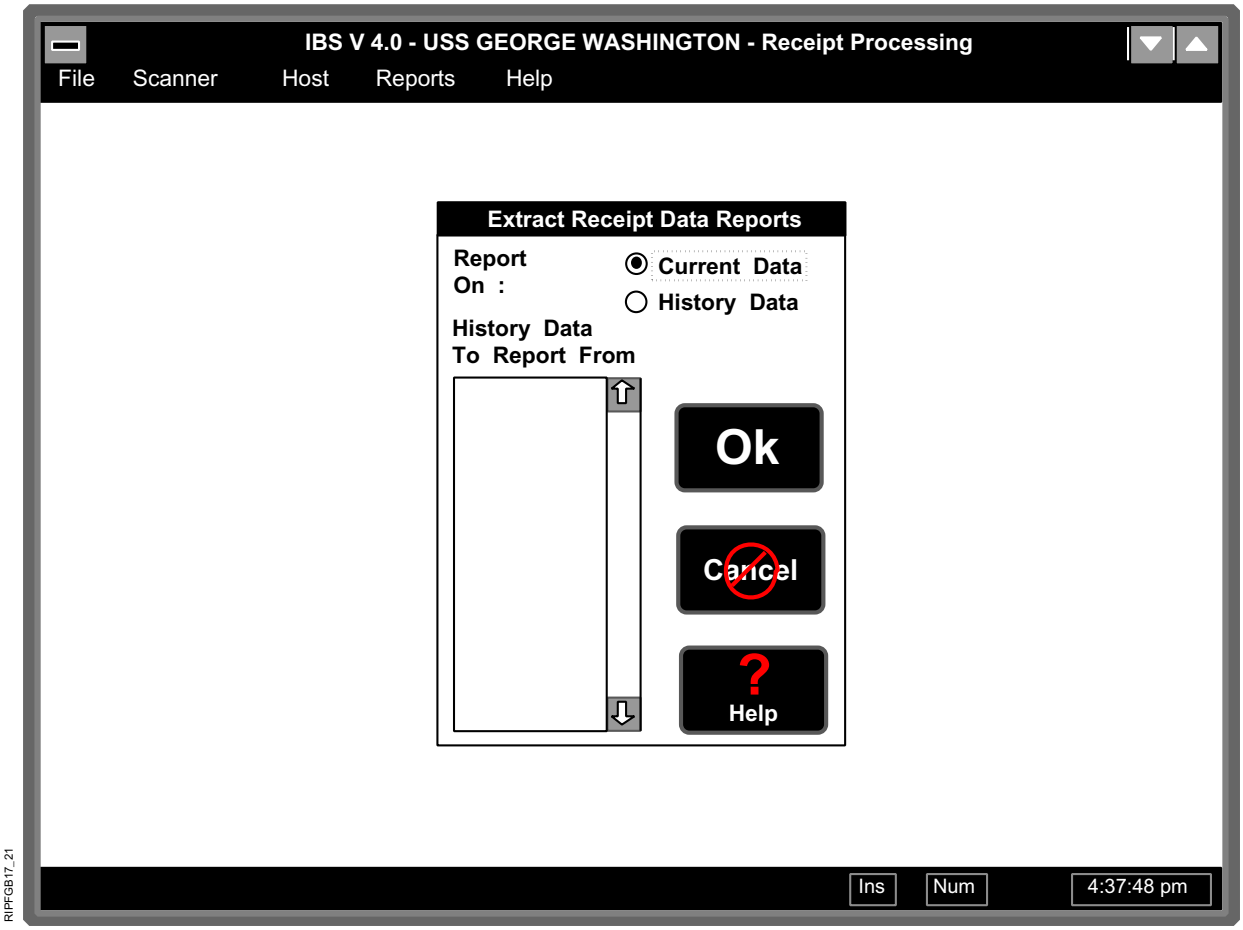


Figure 23

a. General. This function allows you to select to produce the reports that have receipt-document discrepancies. Use these reports in conjunction with a financial audit. In this way, they help you find the records that correspond to those that remain unmatched on both C&H and A&G summaries. The IBS Program provides you with the ability to select and include transactions for consumable, repairable, or both types of material.

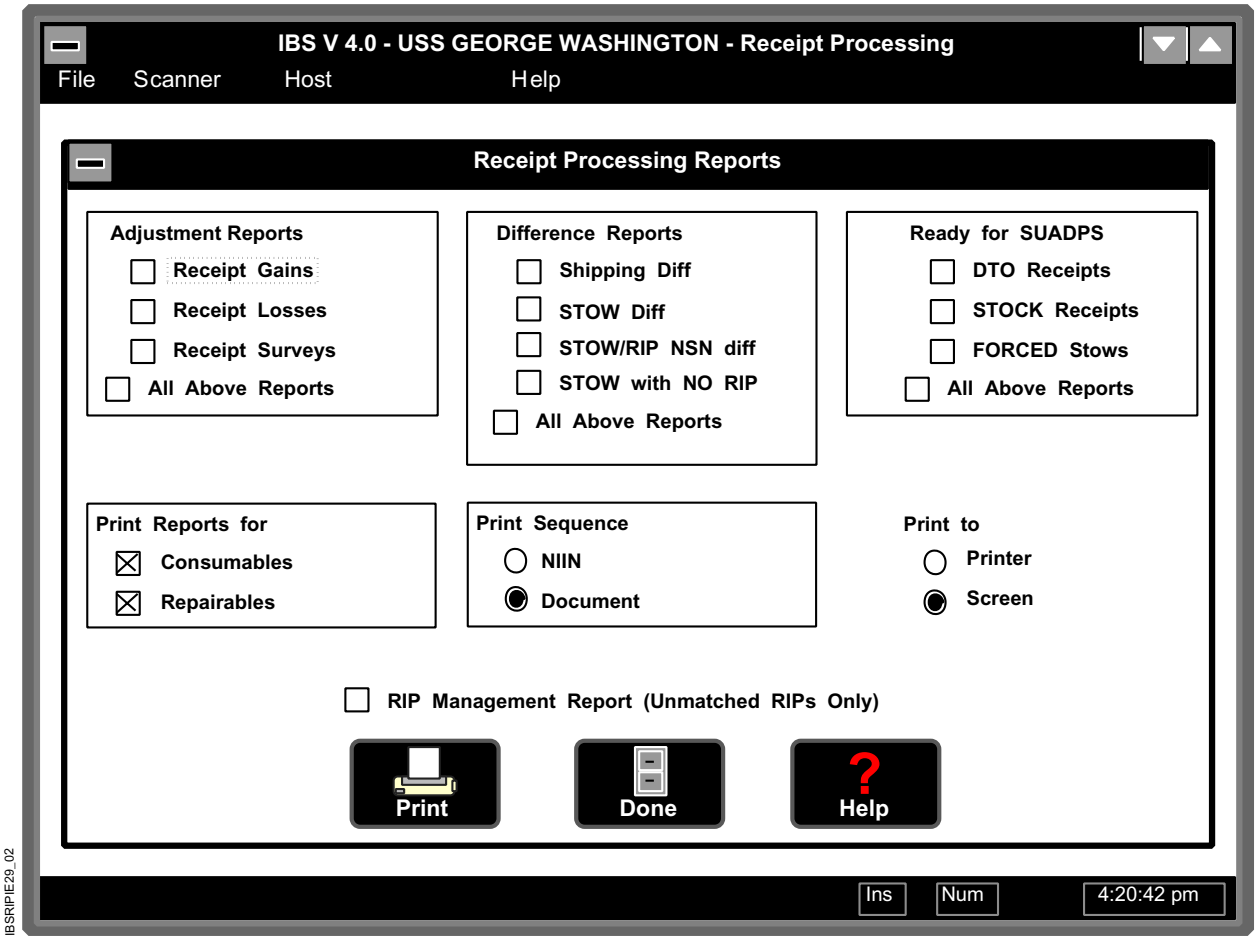


Figure 24

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Reports Option from the Receipt Processing Menu Screen.

(2) Step 2. Select the Current Data Option to print reports for records that are now on file.

(3) Step 3. Select the OK Option to continue this printing process. (If you select the Done Option, the program aborts this process without printing reports.)

(4) Step 4. Use the arrow keys or the mouse to select one or a combination of the following options:

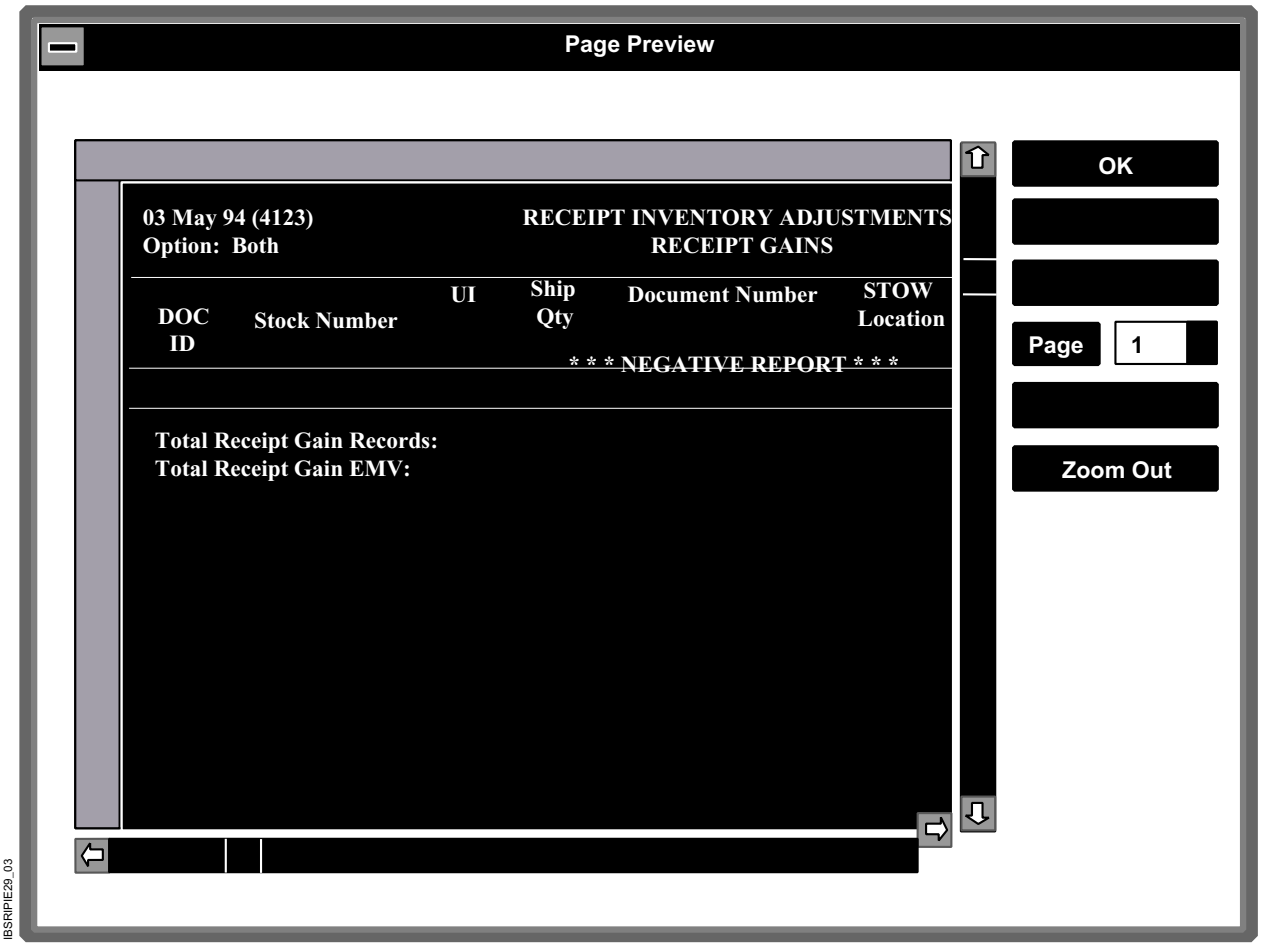


Figure 25

(a) Shipping Differences Reports,
(b) Stowage Differences Reports,
(c) Stow-to-RIP NSN Differences Report,
(d) Stow With No Matching RIP Report,
(e) OMC/Scanner Differences Reports,
(f) All Above Reports.

(5) Step 5. Select the type of material you wish on the reports: consumable, repairable, or both.

(6) Step 6. Select to print the reports in a NIIN or document-number sequence.

(7) Step 7. Select the Printer Option to print a report. (If you only wish to view the data, select the Screen Option.)

(8) Step 8. After you make sure the printer is ready, select the Print Option to begin the printing process. The report with shortages prints first and then the report with overages.

NOTE: If you selected to view the records, select the Zoom In Option to increase the size of the report on the screen. Then, use the up or down and right or left arrows on the report screen to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When finished with your review, select the OK Option to continue.

(9) Step 9. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

(10) Step 10. Proceed to the next paragraph to continue this receiving process.

Figure 26

7. Generate RIP Reconciliation Reports.

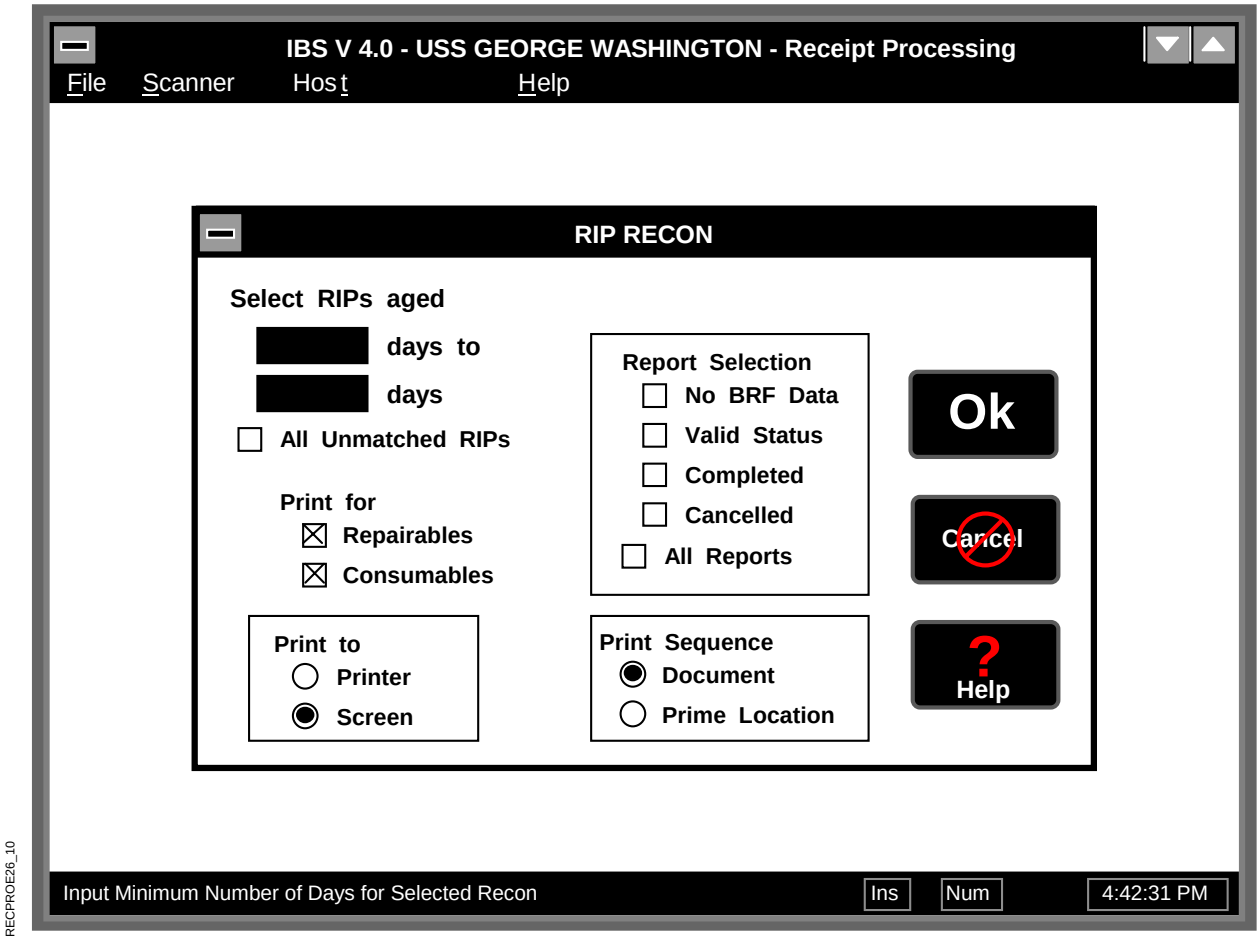


Figure 26

a. General. This function allows you to select to produce RIP reconciliation reports. The IBS Program allows you to reconcile RIP transactions on the PC with requisitions on the BRF that remain outstanding. The report generated by the IBS Program for this process will list all outstanding RIP transactions as well as the latest status from the BRF for each. If the latest status is a receipt transaction, the report will show an image of the RIP transaction (DI X71). For those RIP transactions that do not have a match on the BRF, the report will bear the notation "no match." These records require research and appropriate corrective action.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Host Option from the Receipt Processing Menu Screen and then select the RIP RECON Report Option on the Host Submenu.

(2) Step 2. Enter beginning and ending values to generate reports for RIP transactions processed within a particular range of days. You also can select to generate reports for all RIP transactions in process. (To select records between five and nine days old, enter the numbers 5 and 9 in the data range data fields.)

(3) Step 3. Select the type of material you wish on the reports: consumable, repairable, or both.

(4) Step 4. Select one or more of the following report-selection options;

(a) No BRF Data,
(b) Valid Status,
(c) Completed,
(d) Canceled,
(e) All Reports.

(5) Step 5. Select the Printer Option to print a report. (If you only wish to view the data, select the Screen Option.)

NOTE: If you selected to view the data, select the Zoom In Option to increase the size of the report on the screen. Then, use the up or down and right or left arrows on the report screens to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When finished with your review, select the OK Option to continue.

(6) Step 6. Select to print the reports in a document or prime-location sequence.

(7) Step 7. Select the OK Option to begin the printing process. (If you select the Cancel Option, the program aborts this process without completing this process.)

(8) Step 8. Carefully read and follow the instructions on the screen as the PC attempts to access the Host computer system.

(9) Step 9. If the SUADPS-RT LOGIN banner does not appear, enter the term L HOST and press the ENTER key.

(10) Step 10. Enter the term L IBS to log on to the Host system.

(11) Step 11. Carefully read and follow instructions shown on the Host database screen.

(12) Step 12. After the SUADPS-RT LOGIN banner appears, press and hold the ALT key while you press alphabetic key Q to return the system to the IBS Program.

(13) Step 13. After you make sure the printer is ready, select the Print Option to begin the printing process.

(14) Step 14. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

(15) Step 15. Proceed to the next paragraph to continue this receiving process.

8. Extract Data for Input to the Host.

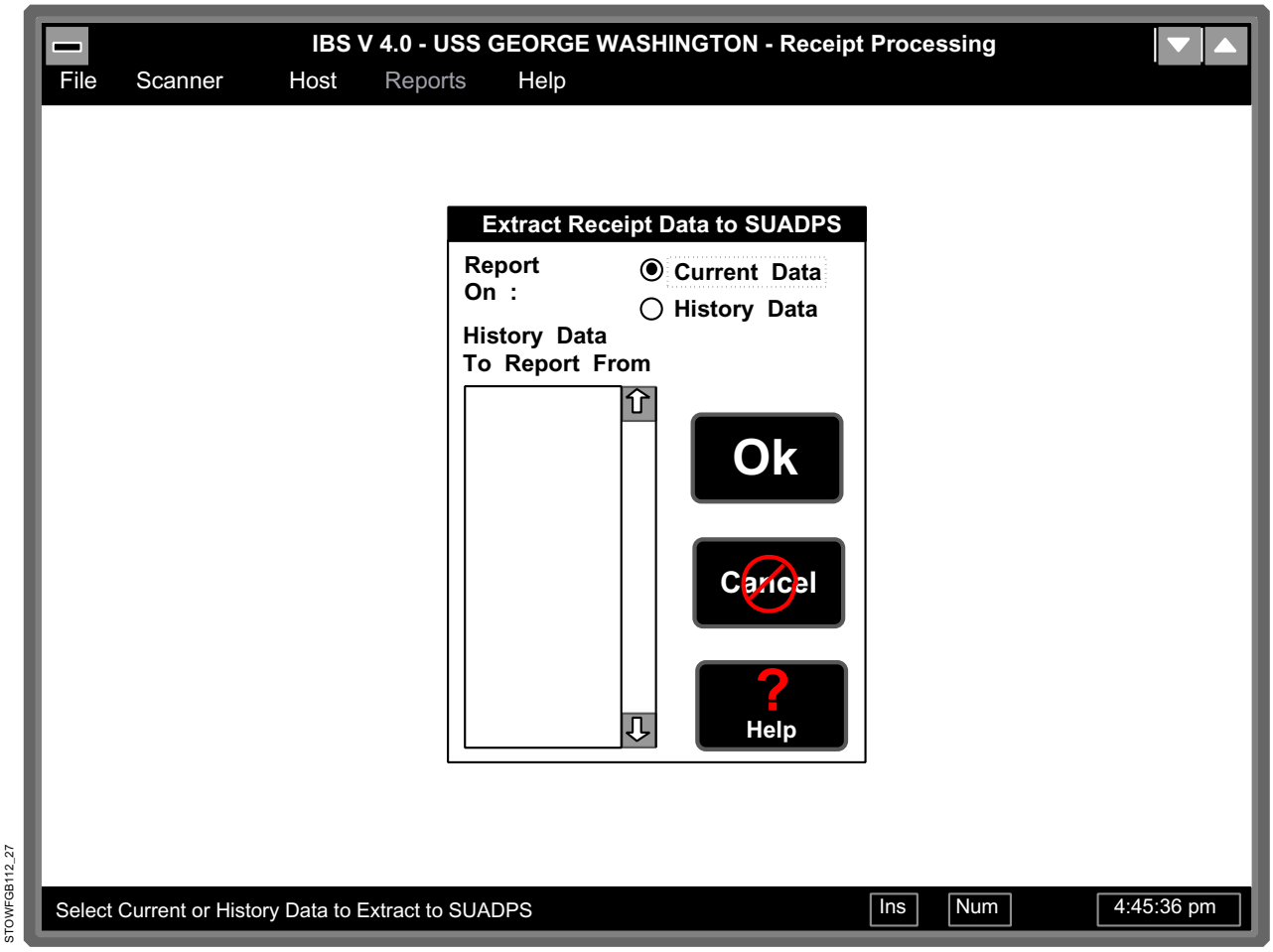


Figure 27

a. General. This function allows you to extract both DTO and stock receipt data from IBS receipt master files. You can initiate an extract process only from a PC that you configured for normal-site processing. Ensure you back up both the Receipt Master File and the Receipt History File before beginning the extract process. In addition, the program provides an option that allows you to once again process an extract if the original transfer of data to SUADPS-RT was unsuccessful.

b. Reports. This extract process generates the following reports during the extract process when you select the Print Reports Option:

(1) Stock Receipts Ready for SUADPS. This report contains all DI X71 records for stock material that are ready for input to SUADPS-RT through batch processing (DI X72 records as well, if you select them).

(2) DTO Receipts Ready for SUADPS. This report contains all DI X71 records for DTO material that are ready for input to SUADPS-RT using batch processing.

(3) Stock Receipts Forced to SUADPS. This report contains all DI X71 records for stock material that the program will arbitrarily complete. This is because the time they have been in processing exceeds the processing time limitation set in the System Administration File. These records may be for the following types of material:

(a) Stock material with stow data but no RIP data,
(b) Stock material with RIP data but only a partial quantity match.

(4) Receipt Inventory Adjustments. This report contains all the records for potential gains (DI X13) or losses (DI X13 or X43) based on the receipt data the system extracts for input to SUADPS-RT.

NOTE: You can select to generate the above reports at any time during IBS processing

c. Processing. The procedures for this process are as follows:

(1) Step 1. Select to access the Host Menu from the Receipt Processing Menu Screen and the Extract to SUADPS Option on the Host Submenu.

(2) Step 2. Select the Current Data Option. The system then transfers all receipt records currently on file that are ready for SUADPS-RT and forces other receipts that exceed the time limitation.

NOTE: Select the specific print option you require. This option allows you to select to send all DTO, stock, and forced receipt records to the printer once the extract process is complete. Retain this report on file in date sequence

(3) Step 3. Select the Print Option to begin the printing process.

(4) Step 4. Select the OK Option to continue this process. At this point, the IBS Program automatically extracts the receipt data for the transfer and initiates a connection to the Host computer system. (Select the Cancel Option to abort the process if you decide to exit without processing. The system will return to the Receipt Processing Menu Screen.)

(5) Step 5. If the SUADPS-RT LOGIN banner does not appear, enter the term L HOST and press the ENTER key.

(6) Step 6. Enter the term L IBS and your user password to log on to the Host system.

(7) Step 7. Carefully read and follow the instructions on the screen.

(8) Step 8. Once the transfer is complete, the IBS Program verifies whether the transfer was successful or unsuccessful. If unsuccessful, the IBS Program prompts you to decide whether you wish to re-transfer the data. If you select the Yes Option, the program begins the re-transfer process (return to Step 4).

NOTE: The address and name of the file into which the system transfers data appears on the screen. For CNAL activities, the address for this file is /SPOOL/WW/IBS/BARCODE/OUTPUT. An example of the name of a DI X09 file is R4100-0850.A. The file name consists of the following:

- Alphabetic key R indicates the process involves receipt processing,
- The number 4100 is the Julian date,
- The number 0850 is the time of day.

(9) Step 9. Press and hold the SHIFT key while you press the PRT SC key. This allows you to select to print an image of the screen. The print will provide the SUADPS-RT FAS with the information necessary to accomplish batch processing. Always select to transfer DI X71 transactions to the Host system directory and to the /SUADP1/DBASE_WORK/SYFBIN File.

(10) Step 10. Notify the SUADPS-RT FAS when the transfer of DI X71 data is complete.

(11) Step 11. The system then prompts you to decide whether you wish to view which extract records await processing. Press alphabetic key Y to continue.

(12) Step 12. After you view the records, the system prompts you to decide whether you wish to view the records again. Press alphabetic key N to continue.

(13) Step 13. Press the ENTER key to log off from the Host.

(14) Step 14. After the SUADPS-RT LOGIN banner appears, press and hold the ALT key while you press alphabetic key Q. This allows you to return the system to the Receipt Processing Screen.

(15) Step 15. Proceed to the next paragraph to continue this receiving process.

9. Review and Delete Old History Files. Whenever you process an extract, the IBS Program generates a backup file containing DI X71 and X72 records. Review this file periodically to determine whether the system actually processed the transactions. Use the extract reports and the report the system produced (when you processed the transactions) to match against records in IBS files. If the DI X71 and X72 transactions did not process, extract the data in the file again using the re-transfer option. If the system did process the transactions, it then purges this file after the number of days set in the System Administration File (usually 90 days). This process in turn deletes any history data older than 90 days. This completes the regular receiving process.

E. ALTERNATIVE PC-INPUT PROCEDURES

1. Enter Stow Data for Stock Material.

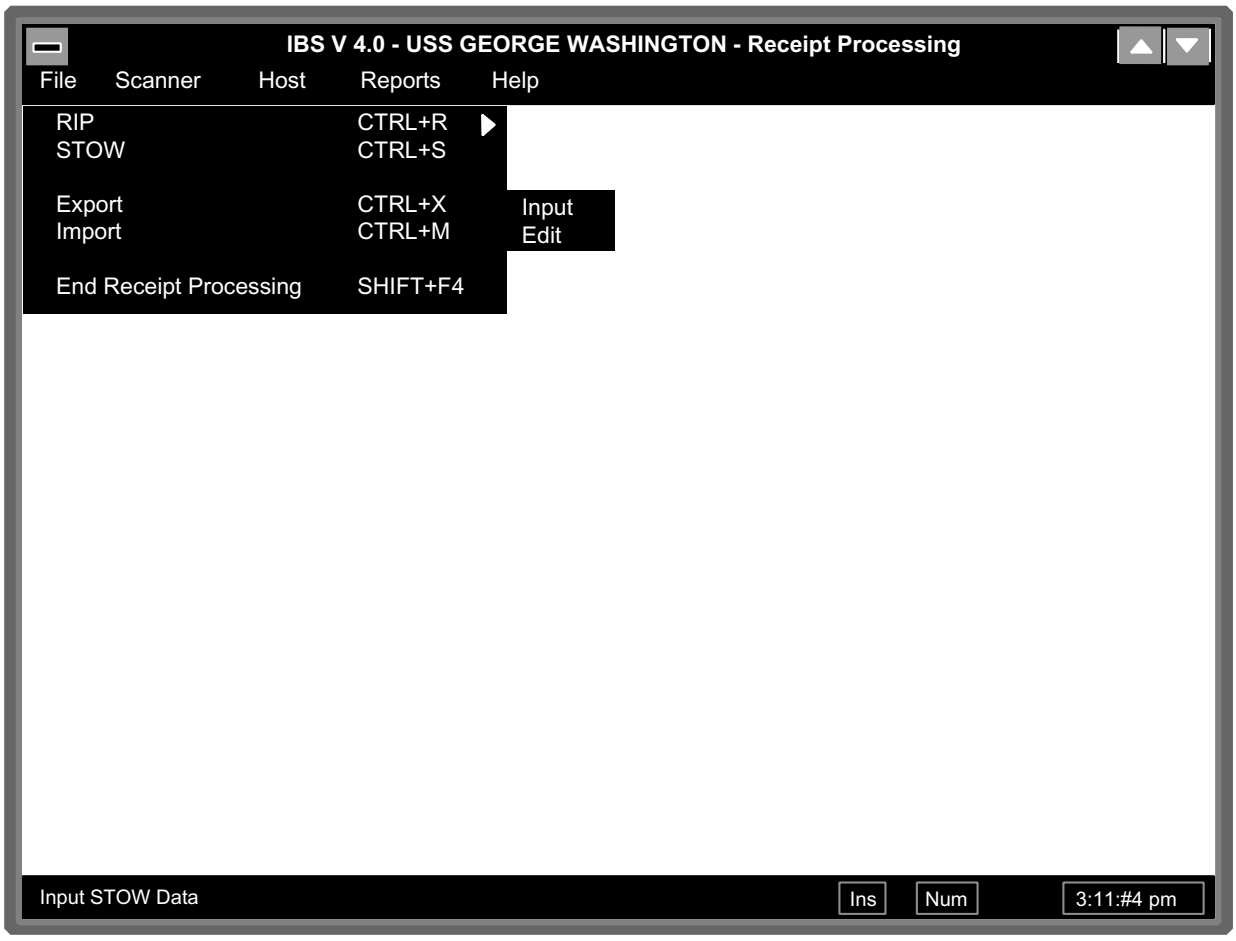


Figure 28

a. General. This function allows you to enter stow data for stock material directly to the PC. When storeroom personnel receive an incoming stock item, they must examine it very carefully. Then, they need to record a stow transaction to the IBS Program.

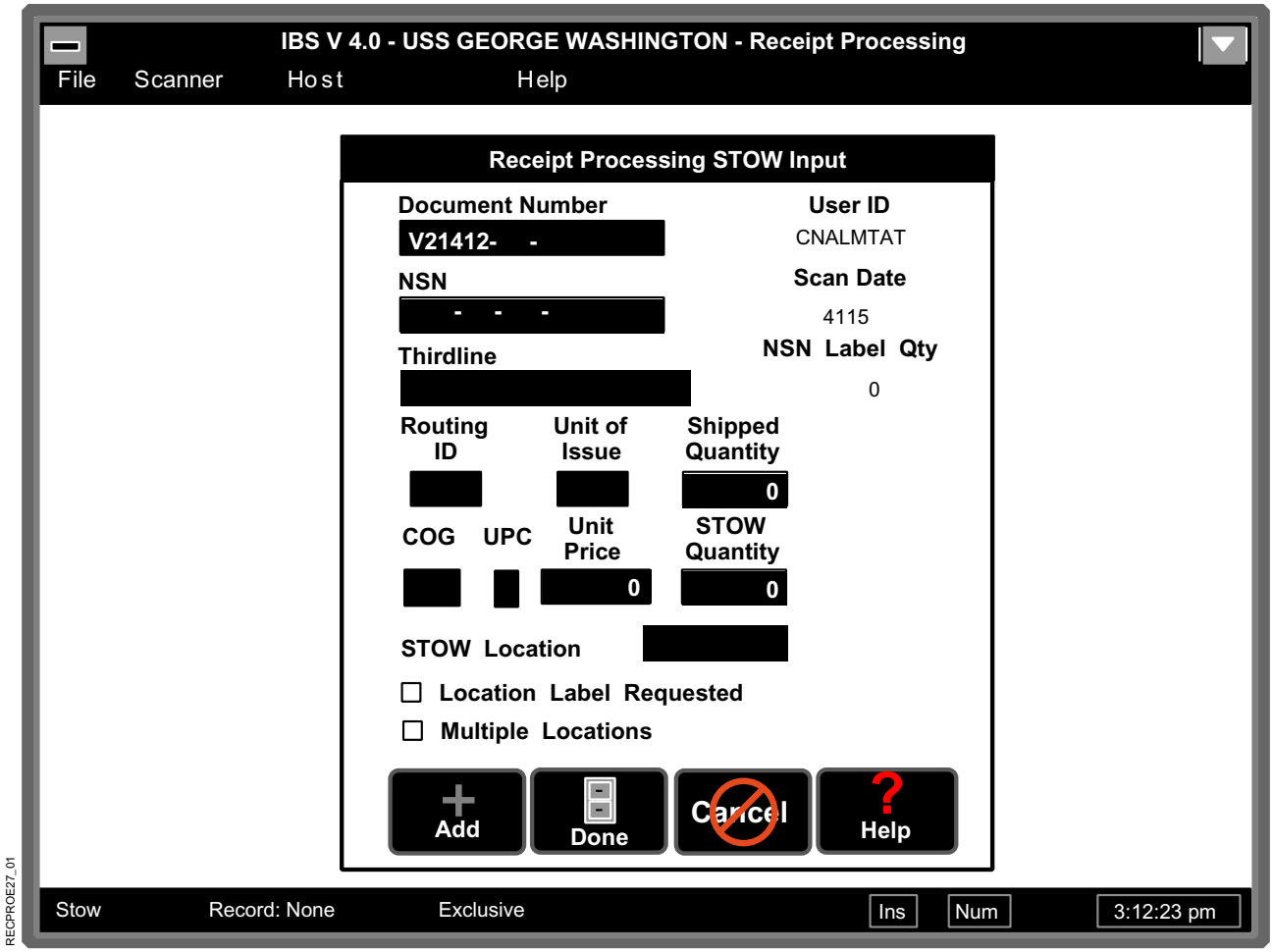


Figure 29

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Stow Option on the File Submenu and the Input Option on the Stow Submenu.

NOTE: Whenever possible, use the bar-code laser gun or pencil wand to scan the information bar code on the receipt document itself.

(8) Step 8. Scan the first bar code on the receipt document or press the appropriate keys to enter the complete document number.

NOTE: If you already processed a RIP transaction for this document number, the program automatically writes information on the screen for the second and third bar-code labels. Proceed to Step 11. If there is no RIP data on file, proceed to Step 9.

(9) Step 9. Scan the second bar code or press the appropriate keys to enter the NSN number.

(10) Step 10. Scan the third bar code or press the appropriate keys to enter the data in the third line of the bar code. This data field contains the following information:

(a) Routing identifier,

(b) Unit of issue,

(c) Quantity shipped,

(d) COG - Cognizance symbol,

(e) UPC - Unit Price Code (leave this data field blank unless you have a high-dollar figure — in that case, press alphabetic key D to indicate the money value you enter is in whole dollars),

(f) Unit Price - Unit price of the item.

(11) Step 11. Update the following data fields as necessary:

(a) Stow Quantity. Change the value in this data field only if the receipt quantity differs from the shipment quantity. The IBS Program will change this quantity to the shipment quantity during processing (this is a mandatory entry).

(b) Stow Location. Enter the location into which storeroom personnel stowed the material (this is a mandatory entry).

(c) Location Label Requested. Enter the number of location labels you need for this item.

(d) NSN Label Quantity. Enter the number of NSN labels you need for this item.

(e) Multiple Locations. Use this option when storeroom personnel place material into more then one location during stow processing. This option allows you to add an additional location to the stow record (DI X09) for update to SUADPS-RT.

(12) Step 12. If everything on the screen is correct, select the Add Option to accept the record. The cursor will proceed to the first data field of a blank record for additional processing.

(13) Step 13. After you finish entering receipt data, select the Done Option. (Select the Cancel Option if you wish to abort this process without adding records.)

NOTE: Select the Help Option if you need to access the On-line Help Screen.

2. Enter Stow Data for POD DTO Material.

a. General. This option allows you to enter proof-of-delivery data for those DTO receipt documents that require this type of processing. This process helps establish with certainty that you turned the material over to personnel in the appropriate ordering department. It also allows you to identify the particular individual that signed the receipt document. This process also completes the receipt-pending transaction as a DTO RIP record. The IBS Program then prepares a completed transaction (DI X71) for extract processing into SUADPS-RT.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Stow Option on the File Submenu and the Input Option on the Stow Submenu.

NOTE: Whenever possible, use the bar-code laser gun or pencil wand to scan the information bar code on the receipt document itself.

(8) Step 8. Scan the first bar code on the receipt document or press the appropriate keys to enter the complete document number.

NOTE: If you already processed a RIP transaction for this document number, the program automatically writes information on the screen for the second and third bar-code labels. Proceed to Step 11. If there is no RIP data on file, proceed to Step 9.

(9) Step 9. Scan the second bar code or press the appropriate keys to enter the NSN number.

(10) Step 10. Scan the third bar code or press the appropriate keys to enter the data in the third line of the bar code. This data field contains the following information:

(a) Routing identifier,

(b) Unit of issue,

(c) Quantity shipped,

(d) COG - Cognizance symbol,

(e) UPC - Unit Price Code (leave this data field blank unless you have a high-dollar figure — in that case, press alphabetic key D to indicate the money value you enter is in whole dollars),

(f) Unit Price - Unit price of the item.

(11) Step 11. Update the following data fields as necessary:

(a) Quantity. Change the value in this data field only if the receipt quantity differs from the shipment quantity. The IBS Program will change this quantity to the shipment quantity during processing (this is a mandatory entry).

(b) POD Name. Enter the name of the individual that signs for the DTO material (this is a mandatory entry).

(c) NSN Label Quantity. Enter the number of NSN labels you need for this item.

(12) Step 12. If everything on the screen is correct, select the Add Option to accept the record. The cursor will proceed to the first data field of a blank record for additional processing.

(13) Step 13. After you finish entering receipt data, select the Done Option. (Select the Cancel Option if you wish to abort this process without adding records.)

NOTE: Select the Help Option if you need to access the On-line Help Screen.

F. REMOTE-SITE PROCEDURES

1. Generate Reports for a Remote Site.

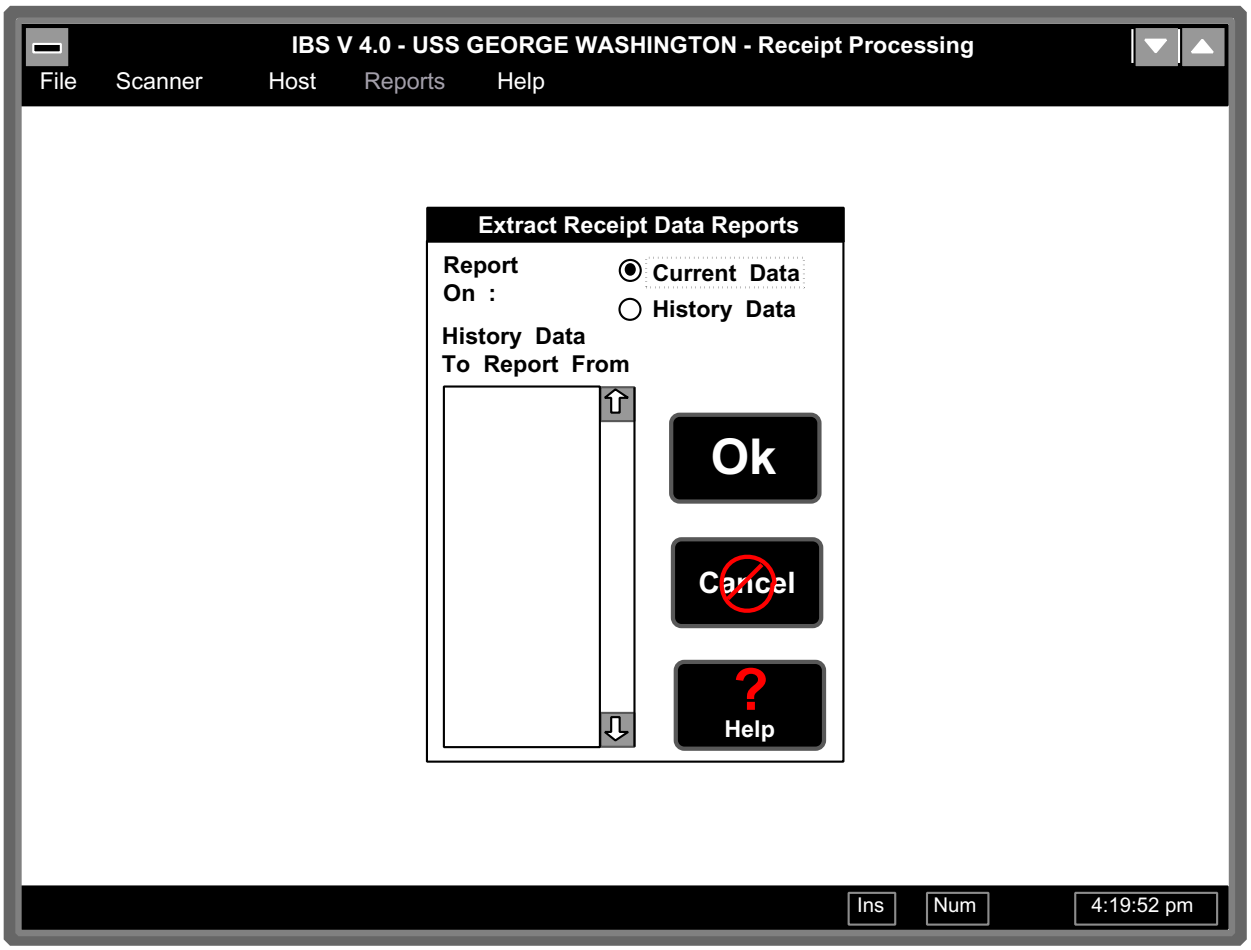


Figure 30

a. General. This function allows you to select to produce reports listing all the transactions that personnel processed at a remote site. It also allows you to generate individual reports for RIP or stow transactions input at the remote receipt-processing site. Use these reports in conjunction with a financial audit. In this way, you can easily locate the records that correspond to those that remain unmatched on C&H and

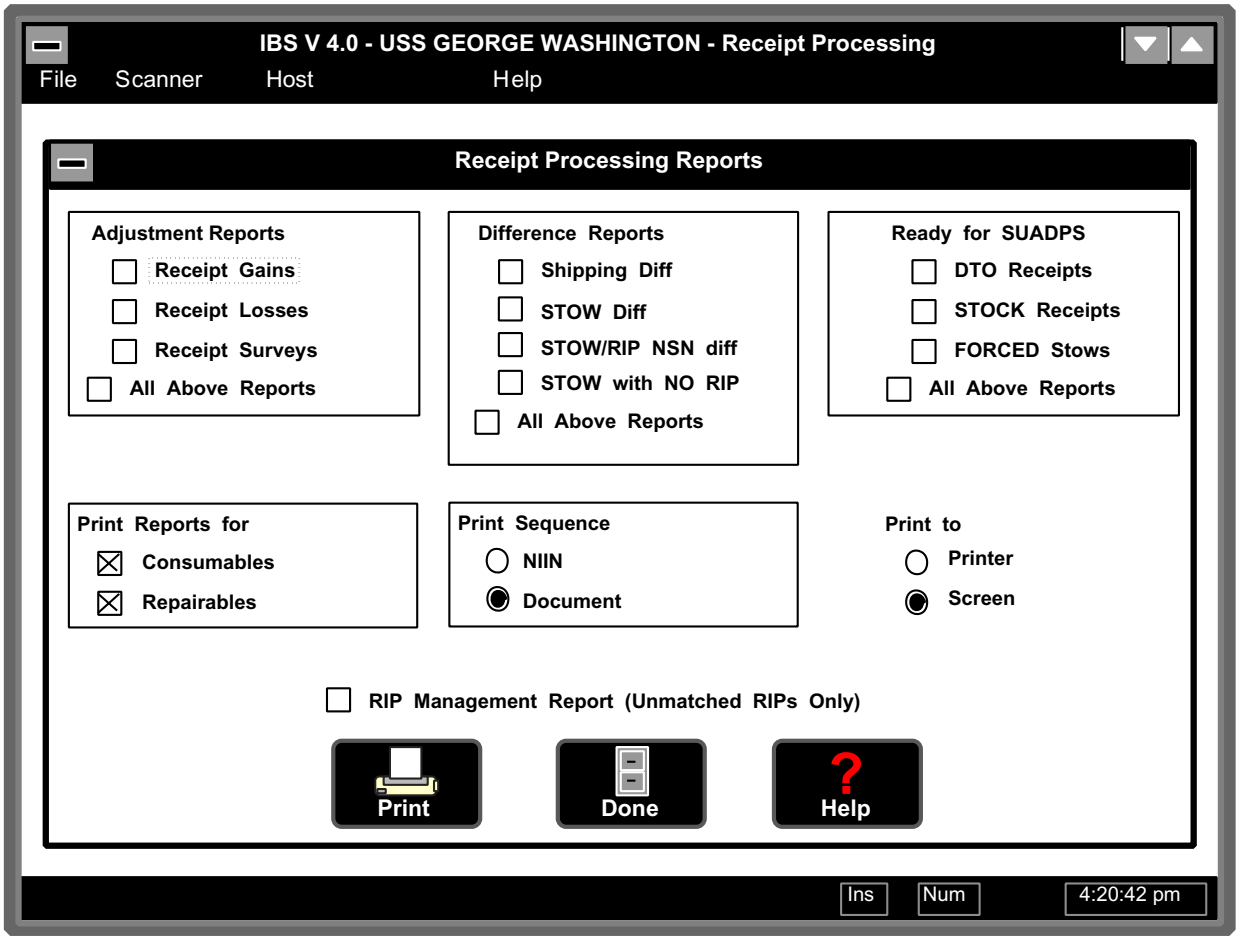


Figure 31

A&G summaries. The IBS Program provides you with the ability to select to print or view report data in NIIN or document-number sequence. Before producing any of the reports, you must ensure the following:

(1) That the receipt records you requested are available in the Remote Receipt File,
(2) That the applicable printer is ready to receive data.

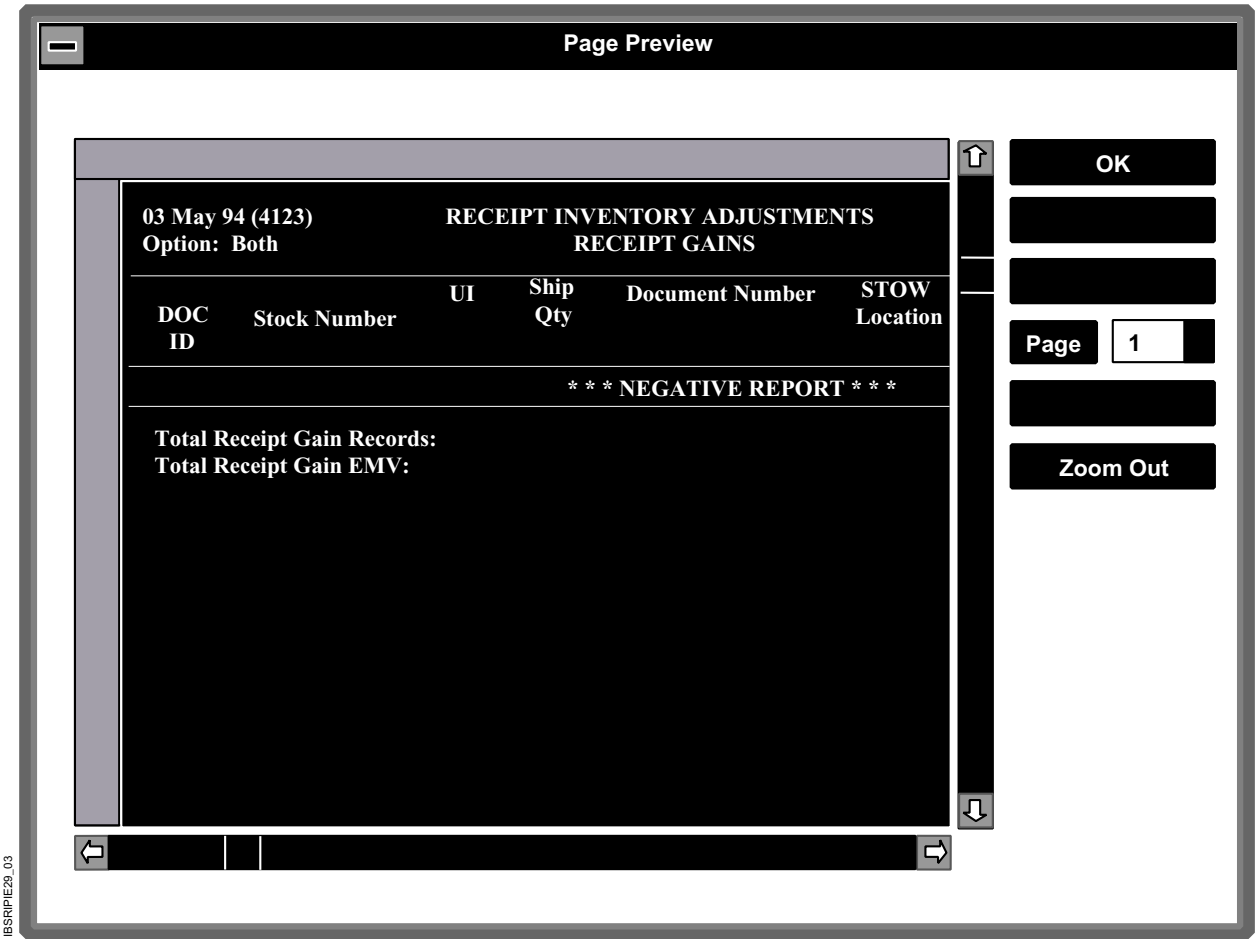


Figure 32

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Reports Option from the Remote Receipt Processing Menu Screen.

(7) Step 7. Select the Current Data Option to print reports for records that are now on file. (If you wish to access records from previous transfers select the History Data Option. Then, use the up and down arrows to scroll through the list on the screen to find the transfer you seek.)

(8) Step 8. After you select the type of data you require, select the OK Option to continue.

(9) Step 9. Use the arrow keys or the mouse to select particular reports or the All Option to select to generate all reports.

(10) Step 10. Select whether you wish to include consumable or repairable material (or both) for the reports.

(11) Step 11. Select to print the reports in a NIIN or document-number sequence.

(12) Step 12. Select the Printer Option to print the reports. (If you only wish to view the reports, select the Screen Option.)

(13) Step 13. Then, select the Print Option to continue.

NOTE: If you selected to view the records, select the Zoom In Option to increase the size of the report on the screen. Then use the up or down and right or left arrows on the report screen to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When you finish your review, select the OK Option to continue.

(14) Step 14. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

2. Transfer Receipt Data to a Diskette.

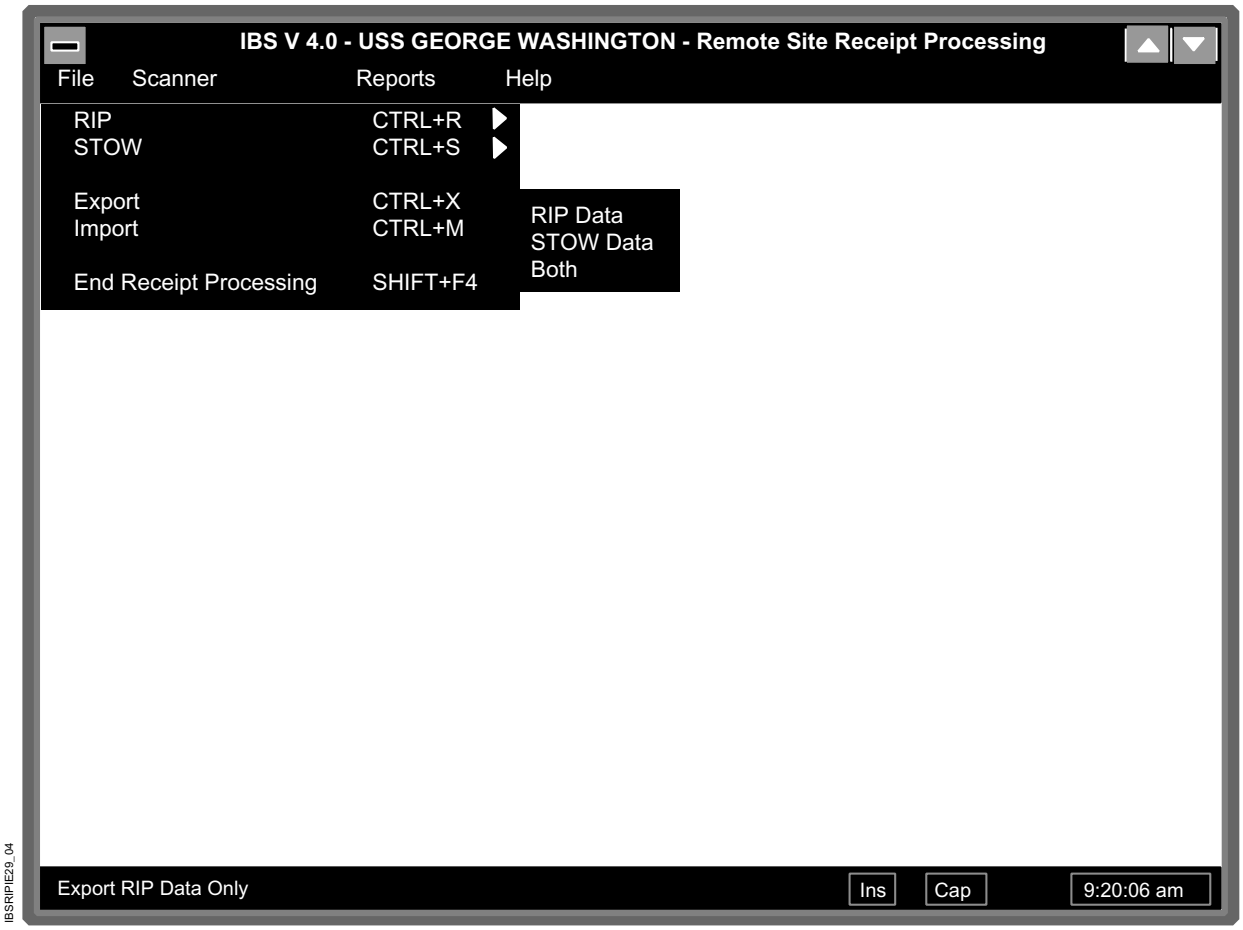


Figure 33

a. General. This function allows you to transfer receipt data onto a floppy diskette. Use this option when you are at a T-shed or another receiving area with a system you configured for remote-site processing. This allows you to import this receipt data when you are at a system with a normal-site configuration for processing.

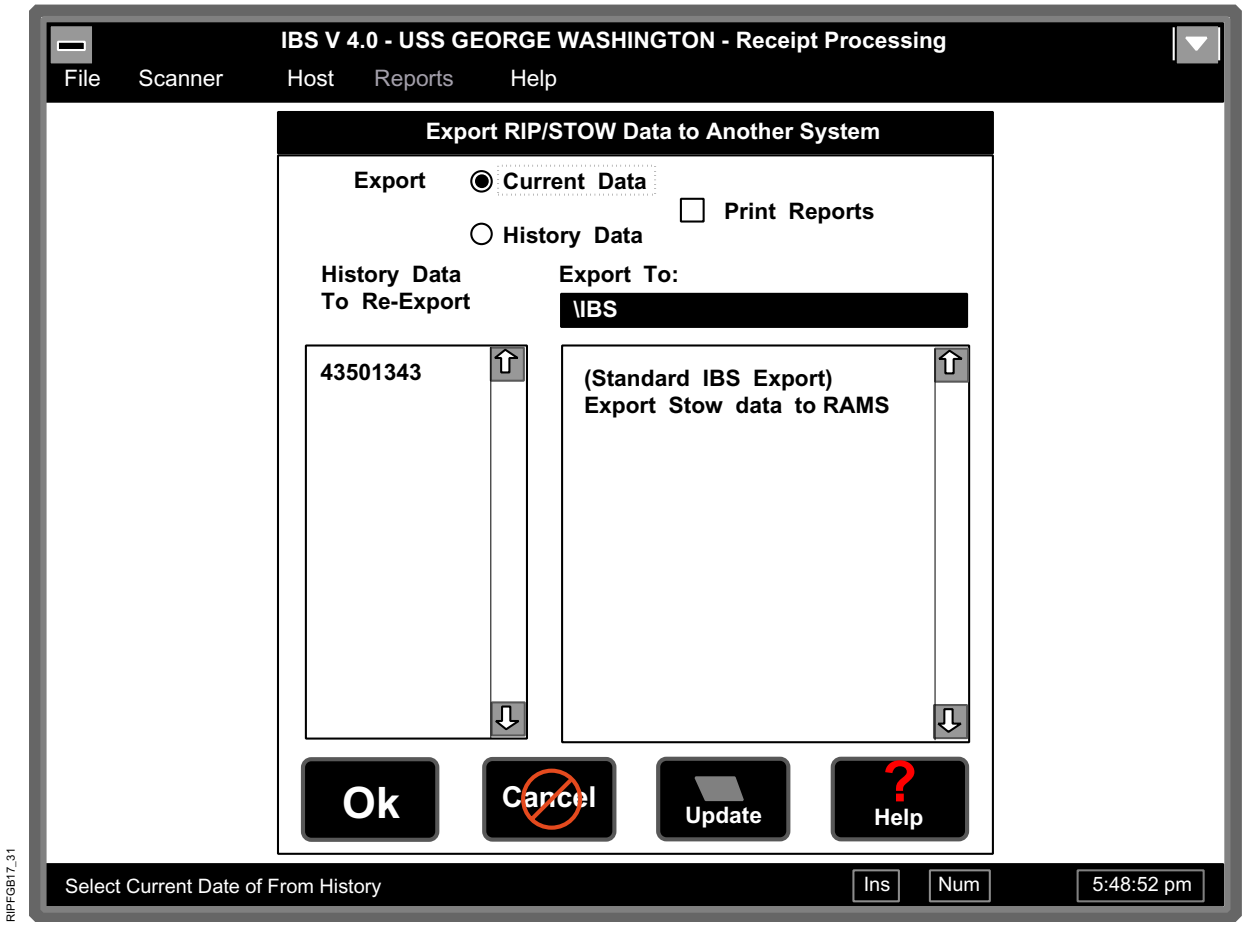


Figure 34

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Remote Receipt Processing Menu Screen.

(7) Step 7. Select the Export Option from the File Menu to continue.

(8) Step 8. Select to transfer RIP, stow, or both types of data from the Export Submenu.

(9) Step 9. Select the Current Data Option to print reports for records that are now on file.

(10) Step 10. Select the Print Reports Option if you require reports.

(11) Step 11. Enter the disk drive and path that you wish to use for this transfer process.

(12) Step 12. Select the Standard IBS Export Option and insert the floppy diskette to which you wish to transfer remote RIP data into the drive you selected above.

(13) Step 13. Select the OK Option to begin the transfer process. (If you select the Cancel Option, the program aborts this process without transferring records.)

(14) Step 14. When the transfer is over, select the Cancel Option to complete this process and return the system to the Remote Receipt Processing Menu Screen.

3. Repeat a Transfer of Receipt Data to a Diskette.

a. General. This function allows you to repeat a previous transfer of receipt data onto a floppy diskette when you are at a T-shed or another receiving area with a system configured for remote-site processing. You can then import this receipt data to a system with a normal-site configuration for processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Remote Receipt Processing Menu Screen.

(7) Step 7. Select the Export Option from the File Menu to continue.

(8) Step 8. Select to transfer RIP, stow, or both types of data from the Export Submenu.

(9) Step 9. Select the History Data Option. Then, use the up and down arrows to scroll through the list on the screen to find the transfer you seek.

(10) Step 10. Select the Print Reports Option if you require reports.

(11) Step 11. Enter the disk drive and path that you wish to use for this transfer process.

(12) Step 12. Select the Standard IBS Export Option and insert the floppy diskette to which you wish to transfer remote RIP data into the drive you selected above.

(13) Step 13. Select the OK Option to begin the transfer process. (If you select the Cancel Option, the program aborts this process without transferring records.)

(14) Step 14. When the transfer is over, select the Cancel Option to complete this process and return the system to the Remote Receipt Processing Menu Screen.

4. Transfer Remote Receipt Data to a Normal Site PC.

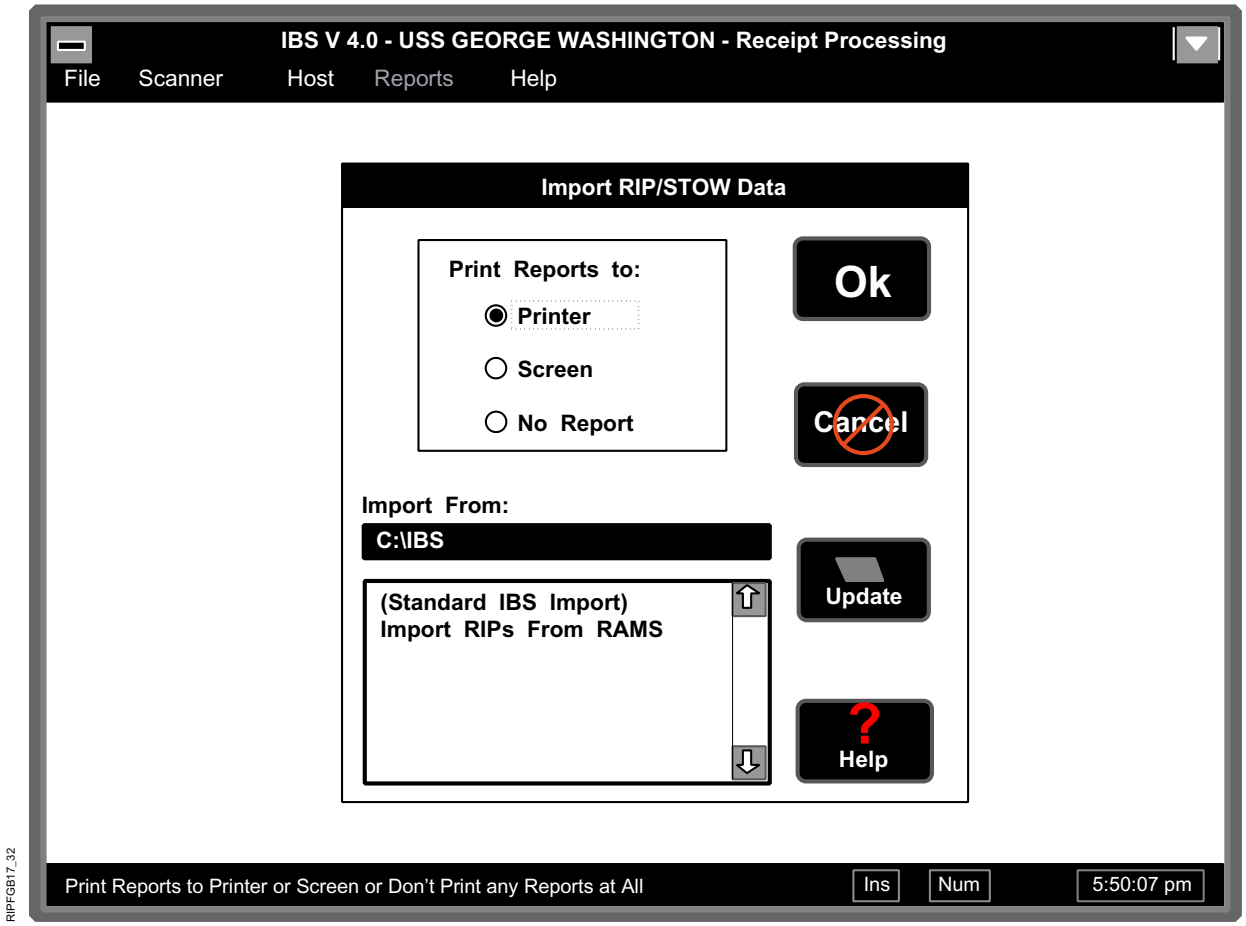


Figure 35

a. General. This function allows you to import receipt data for processing when you are at a system with a normal-site configuration.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Import Option from the File Submenu.

(8) Step 8. Select the Printer Option to generate a report that contains the import data. (If you only wish to view it, select the Screen Option. Ensure the printer is on-line if you select to print transfer reports. If you do not wish a report nor do you wish to view the data, select the No Report Option.)

(9) Step 9. Select the disk drive and path you wish to use for this transfer process.

(10) Step 10. Select the Standard IBS Import Option and insert the floppy diskette containing remote RIP data into the drive you selected above.

(11) Step 11. Select the OK Option to continue this process. (If you select the Cancel Option, the program aborts this process without importing data.)

G. RELATED PROCEDURES

1. Extract Data From History Files.

a. General. This function allows you to transfer data from history files that the system created during a previous extract process.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Host Menu from the Receipt Processing Menu Screen and the Extract to SUADPS Option on the Host Submenu.

(7) Step 7. Select the History Data Option and then select the particular file from which you wish to extract data from the list on the screen. The system then transfers all receipt records in that file that are ready for SUADPS-RT and forces other receipts that exceed the time limitation.

NOTE: Select the specific print option you require. This option allows you to select to send all DTO, stock, and forced receipt records to the printer once the extract process is complete. Retain this report on file in date sequence.

(8) Step 8. Select the Print Option to begin the printing process.

(9) Step 9. Select the OK Option to continue this process. At this point, the IBS Program automatically extracts the receipt data for the transfer and initiates a connection to the Host computer system. (Select the Cancel Option to abort the process if you decide to exit without processing. The system will return to the Receipt Processing Menu Screen.)

(10) Step 10. If the SUADPS-RT LOGIN banner does not appear, enter the term L HOST and press the ENTER key.

(11) Step 11. Enter the term L IBS and your user password to log on to the Host system.

(12) Step 12. Carefully read and follow the instructions on the screen.

(13) Step 13. Once the transfer is complete, the IBS Program verifies whether the transfer was successful or unsuccessful. If unsuccessful, the IBS Program prompts you to decide whether you wish to re-transfer the data. If you select the Yes Option, the program begins the re-transfer process (return to Step 4).

NOTE: The address and name of the file into which the system transfers data appears on the screen. For CNAL activities, the address for this file is /SPOOL/WW/IBS/BARCODE/OUTPUT. An example of the name of a DI X09 file is R4100-0850.A. The file name consists of the following:

- Alphabetic key R indicates the process involves receipt processing,
- The number 4100 is the Julian date,
- The number 0850 is the time of day.

(14) Step 14. Press and hold the SHIFT key while you press the PRT SC key. This allows you to select to print an image of the screen. The print will provide the SUADPS-RT FAS with the information necessary to accomplish batch processing. Always select to transfer DI X71 transactions to the Host system directory and to the /SUADP1/DBASE_WORK/SYFBIN File.

(15) Step 15. Notify the SUADPS-RT FAS when the transfer of DI X71 data is complete.

(16) Step 16. The system then prompts you to decide whether you wish to view which extract records await processing. Press alphabetic key Y to continue.

(17) Step 17. After you view the records, the system prompts you to decide whether you wish to view the records again. Press alphabetic key N to continue.

(18) Step 18. Press the ENTER key to log off from the Host.

(19) Step 19. After the SUADPS-RT LOGIN banner appears, press and hold the ALT key while you press alphabetic key Q. This allows you to return the system to the Receipt Processing Screen.

2. Print Reports for a Previous Extract.

a. General. This function allows you to select to print reports for the current extract process.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Reports Option from the Receipt Processing Menu Screen.

(2) Step 2. Select the History Data Option. Then, use the up and down arrows to scroll through the list on the screen to find the transfer you seek.

(3) Step 3. Select the OK Option to continue this printing process. (If you select the Cancel Option, the program aborts this process without printing reports.)

(4) Step 4. Use the arrow keys or the mouse to select one or a combination of the following options:

(a) Shipping Differences Reports,
(b) Stowage Differences Reports,
(c) Stow-to-RIP NSN Differences Report,
(d) Stow With No Matching RIP Report,
(e) OMC/Scanner Differences Reports,
(f) All Above Reports.

(5) Step 5. Select the type of material you wish on the reports: consumable, repairable, or both.

(6) Step 6. Select to print the reports in a NIIN or document-number sequence.

(7) Step 7. Select the Printer Option to print a report. (If you only wish to view the data, select the Screen Option.)

(8) Step 8. After you make sure the printer is ready, select the Print Option to begin the printing process. The report with shortages prints first and then the report with overages.

NOTE: If you selected to view the records, select the Zoom In Option to increase the size of the report on the screen. Then, use the up or down and right or left arrows on the report screen to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When finished with your review, select the OK Option to continue.

(9) Step 9. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

3. Generate Bar-code Labels.

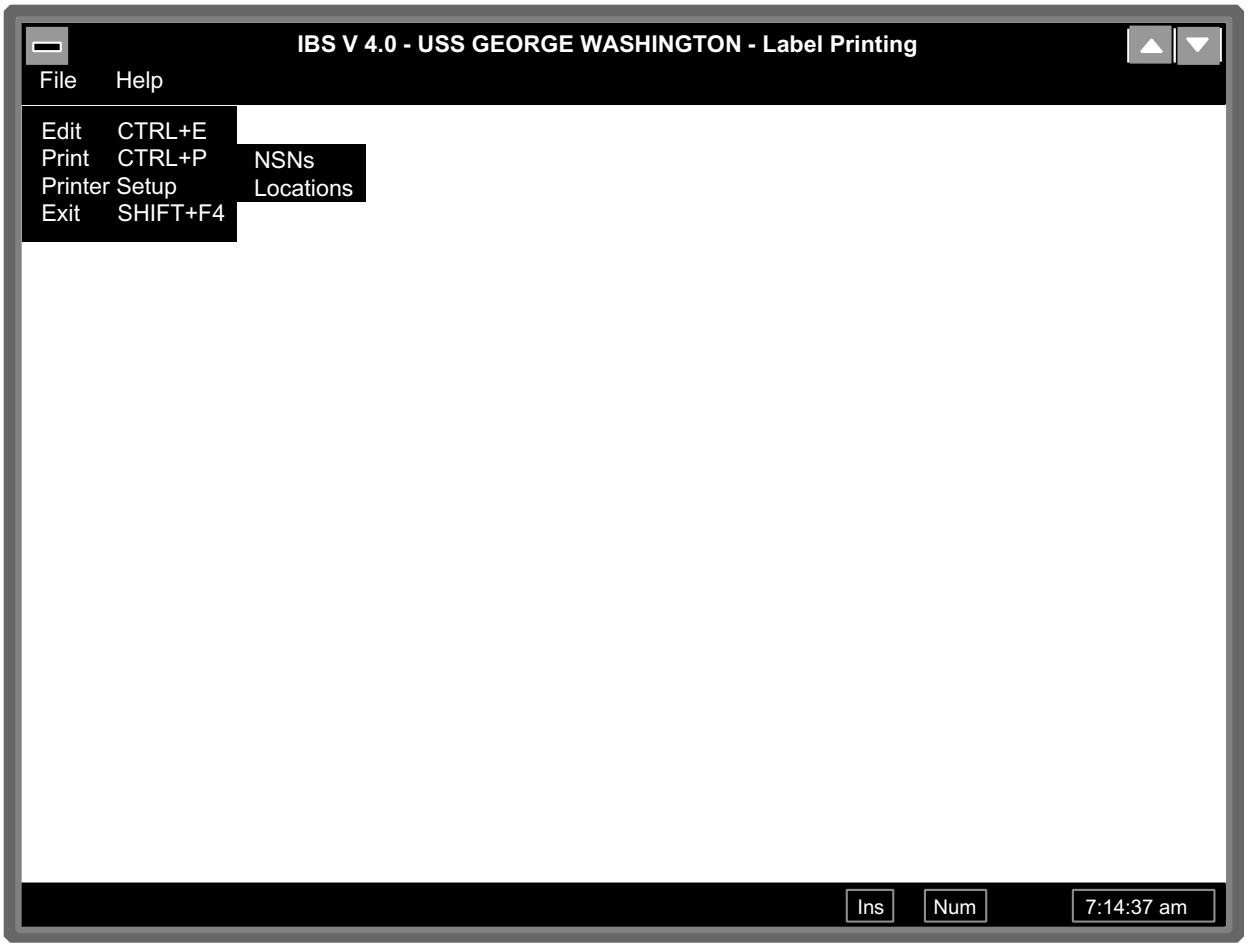


Figure 36

a. General. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

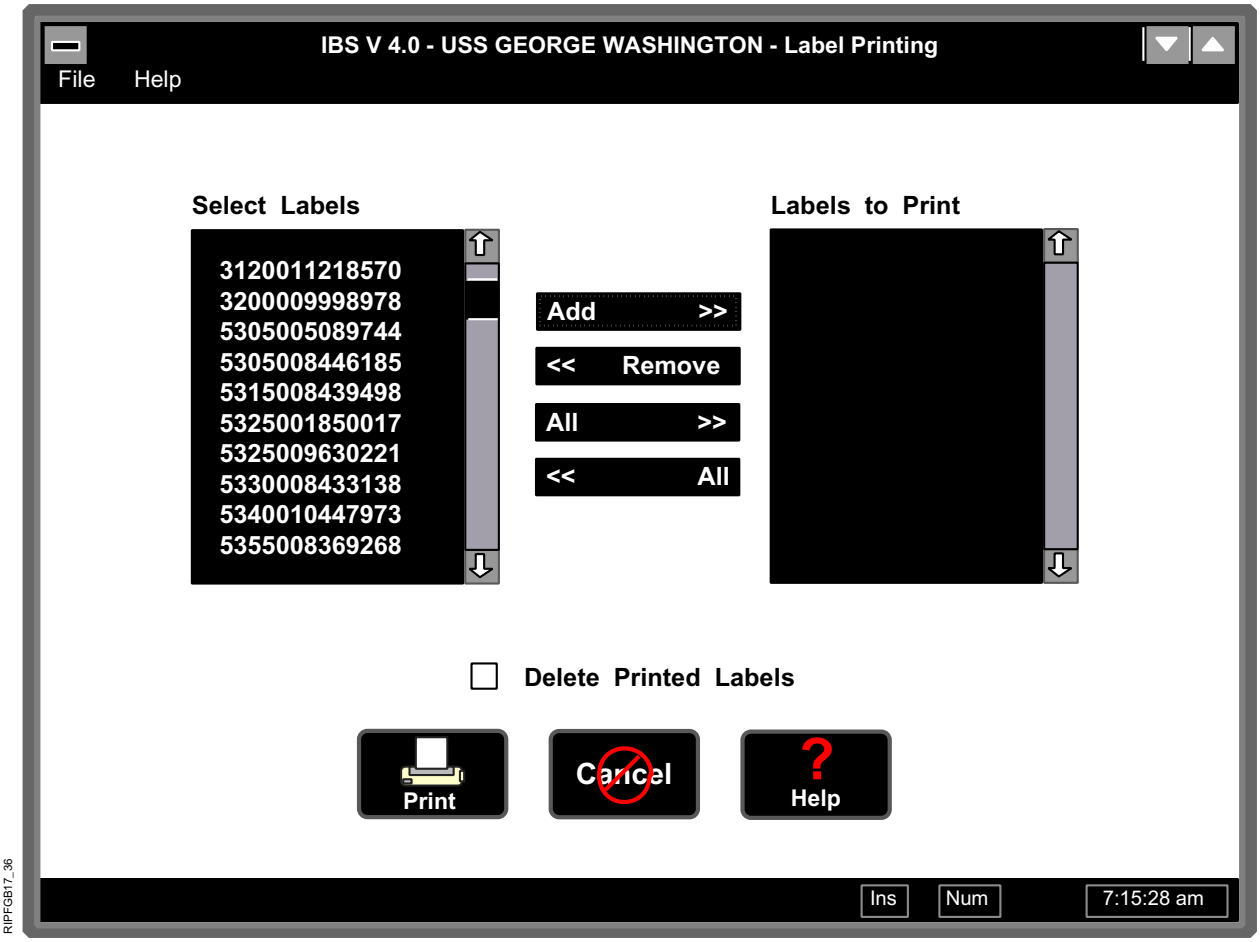


Figure 37

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Ensure you connected the IBS label printer to the PC correctly and then, select the Label Printing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Print Option from the File Submenu and the NSNs or Locations Option from the Print Submenu.

(8) Step 8. Select the particular label you wish to print and then select the Add Option. (The NSN record automatically moves from the Select Labels Column to the Labels to Print Column.) If you wish to print labels for more than one NSN record, hold down the SHIFT key as you select the various records.

NOTE: If you wish to print all labels in the Select Labels Column, select the appropriate All Option. If you wish to remove a record from the Labels to Print Column, select it and then the Remove Option. If you wish to remove all records from the Labels to Print Column, select the appropriate All Option.

(9) Step 9. Select the Delete Printed Labels Option if you wish to erase the records from file after printing.

(10) Step 10. Select the Print Option to continue. (If you select the Cancel Option, the program aborts this process without printing labels.)

(11) Step 11. When the labels finish printing, forward them to the appropriate storage area.

4. Edit Bar-code Labels.

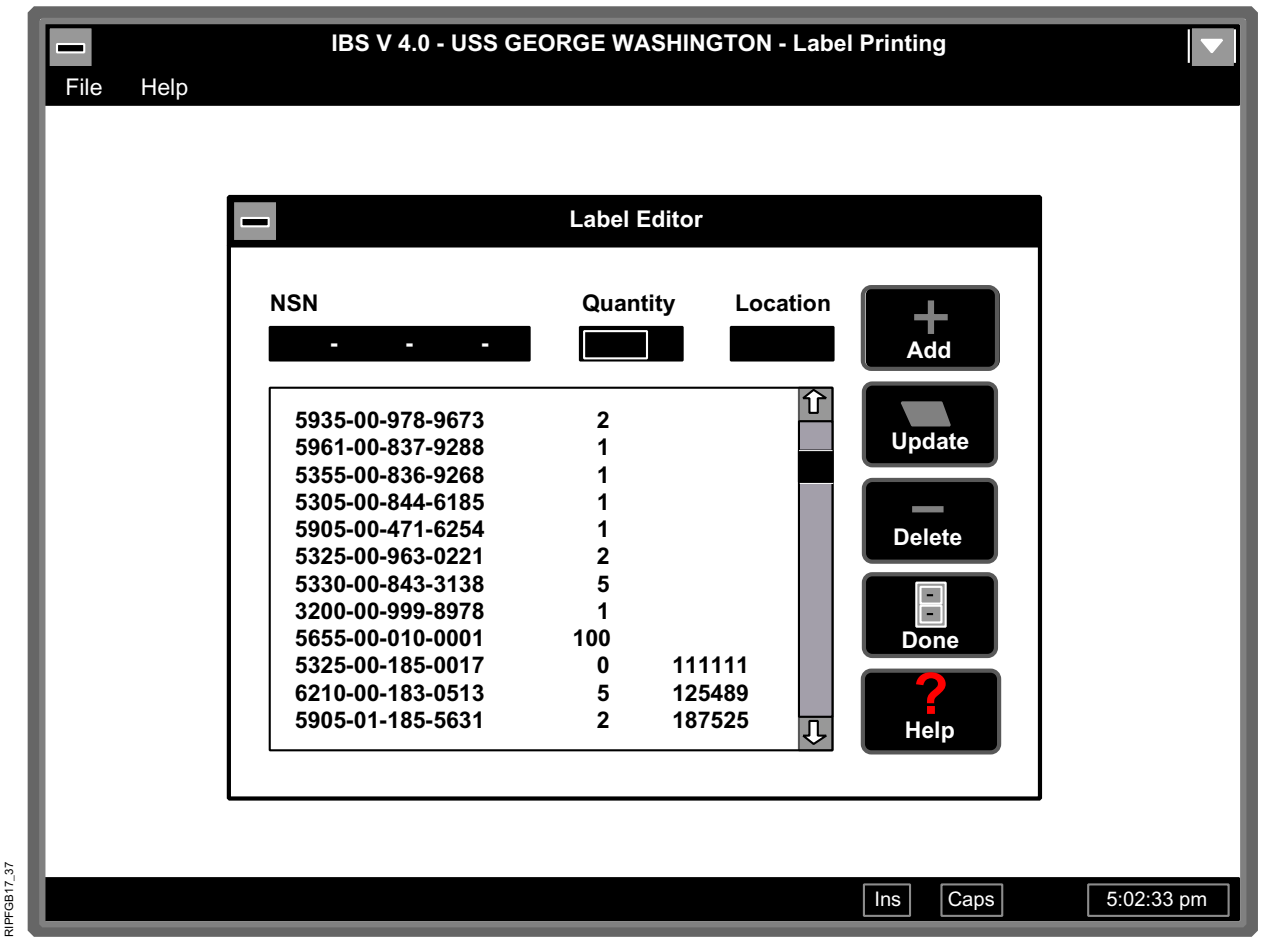


Figure 38

a. General. This function allows you to modify bar-code records in the Print File or to add or delete records.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Edit Option from the File Submenu.

(8) Step 8. Select the record you wish to modify or delete from those that appear on the screen.

(9) Step 9. Select the data field you wish to edit, type over that data, and then select the Update Option.

NOTE: If you wish to add a record, select the Add Option, then select the NSN data field and begin typing in data. When you finish, select the Update Option to input the record to the file. If you wish to delete a record, select the record and then the Delete Option.

(10) Step 10. When you finish editing, select the Done Option to save your edits.

5. Select a Bar-code Printer Setup.

a. General. This function allows you to set up the type of printer you will use to produce bar-code labels.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Printer Setup Option from the File Submenu.

(8) Step 8. Select a printer from those shown on the screen and then select the OK Option. (If you select the Cancel Option, the program aborts this process without selecting a printer.)

6. Import OMC Data.

a. General. This function allows you to import stow data from an optical memory card (OMC) that comes with receipt material from a supply activity, if you have an OMC reader/writer. The system processes incoming OMC data by building a database for comparison to data from IBS stow scanners during transfer to the IBS workstation. The system then stores any difference data that results from this comparison in a ROD database. The system can access this data to generate reports of discrepancy and OMC scanner differences reports.

NOTE: At installation, you must decide how you wish to accomplish receipt processing. Once you choose one of the processing options above, any attempt to change options will corrupt data.

The system will build a research history file every time you import an OMC file.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Import Option from the File Submenu.

(8) Step 8. Select the Printer Option to generate a report that contains the import data. (If you only wish to view it, select the Screen Option. Ensure the printer is on-line if you select to print transfer reports. If you do not wish a report nor do you wish to view the data, select the No Report Option.)

(9) Step 9. Enter the path you wish to use for this transfer process.

(10) Step 10. Select the Import OMC Data Option and insert the OMC containing remote RIP data into the reader.

(11) Step 11. Select the OK Option to continue this process. (If you select the Cancel Option, the program aborts this process without importing data.)

7. View D6S History Files.

a. General. This function allows you to select for processing those D6S records that match the records you previously extracted to SUADPS-RT.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Utilities Option from the File Submenu.

(8) Step 8. Select the D6S History Files Option from the Utilities Submenu.

(9) Step 9. Select the record you wish to process from the list on the screen by highlighting it.

(10) Step 10. Select the View Option if you wish to search for and view a particular file on the OMC in the reader. (The Search Dialog Box that appears when you select the View Optical Card Option appears here as well.)

(11) Step 11. Select the Copy Option and then the particular drive to which you wish to copy the file you selected.

(12) Step 12. Select the Delete Option if you wish to delete the record from the hard drive.

(13) Step 13. Select the OK Option when you finish to return the system to the Receipt Processing Menu Screen.

8. View OMC History Files.

a. General. This function allows you to select for processing into an archive of history files, OMC data that you imported previously.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Utilities Option from the File Submenu.

(8) Step 8. Select the OMC History Files Option from the Utilities Submenu.

(9) Step 9. Select the record you wish to process from the list on the screen by highlighting it.

(10) Step 10. Select the View Option if you wish to search for and view a particular file on the OMC in the reader. (The Search Dialog Box that appears when you select the View Optical Card Option appears here as well.)

(11) Step 11. Select the Copy Option and then the particular drive to which you wish to copy the file you selected.

(12) Step 12. Select the Delete Option if you wish to delete the record from the hard drive.

(13) Step 13. Select the OK Option when you finish to return the system to the Receipt Processing Menu Screen.

9. View OMC Database.

a. General. This function allows you to select for processing, records in the OMC database that require maintenance.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Utilities Option from the File Submenu.

(8) Step 8. Select the OMC Database Option from the Utilities Submenu.

(9) Step 9. Select the record you wish to process from the list on the screen by highlighting it.

(10) Step 10. Select the Search Option and the OK Option to search for a particular record.

(11) Step 11. Select the Delete Option if you wish to delete the record from the hard drive.

(12) Step 12. Select the Done Option when you finish to return the system to the Receipt Processing Menu Screen.

H. REMOTE STOW REPORTS

1. Stow Data File Report.

10 AUG 93 (3242) REMOTE RECEIPT PROCESSING PAGE: 1
STOW SCANNER: 01 REMOTE STOW DATA FILE REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	SHIP QUANTITY	QUANTITY STOWED	STOW LOCATION	SCANNER USER ID	SCAN DATE	NIIN LABELS	LOC LABELS
9N	5935-00-199-7619	V09114-3215-0635			1	C001R1	SR3518	3242	0	0
9N	5935-00-934-2999	V09114-3023-0452			4	M013D4	SR3518	3242	1	1
9Z	5310-00-947-1380	V09114-3123-0643	A		8	A001A1	SR3518	3242	8	1
1R	1730-00-948-4564	V09114-2223-0664			3	CR0003	SR3518	3242	0	0
1R	5945-01-240-2505	V09114-3251-1230			1	RR0001	SR3518	3242	1	1

Total Records for this Report: 5

REOPRO_10

Figure 39

This report provides a list of all stow records in the Remote Receipt Data File. Use this report to validate source documents in the Stock Receipt Pending File. Use it also to identify transactions that personnel entered erroneously or receipt data discrepancies. This report is also useful in monitoring the performance of stow-team members. Provide this report on a daily basis to the Receipt Processing Coordinator.

2. DTO Data File Report.

30 AUG 93 (3242) REMOTE RECEIPT PROCESSING PAGE: 1
STOW SCANNER: 01 REMOTE DTO DATA FILE REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCANNER NBR	SCAN DATE
9D	8405-00-216-9017	V09114-2197-6408		EA	16	6	NNZ	23.90	SR3518	01	3242
9D	8405-01-057-5582	V09114-3210-6594		EA	1	1	NNZ	15.60	SR3518	01	3242
9D	8405-01-276-1536	V09114-2194-4460		EA	1	1	NNZ	23.90	SR3518	01	3242

Total Records for this Report: 3

RECPRO_11

Figure 40

This report provides a list of all DTO receipt records in the Remote Receipt Data File. Use this report to verify source documents of DTO transactions that personnel processed using IBS remote processing procedures. This report also serves as a ready reference for checking the status of requisitions for critical DTO requirements. Provide this report on a daily basis to the Receipt Processing Coordinator.

3. Summary Totals Report.

08 AUG 93 (3242) **REMOTE RECEIPT PROCESSING** PAGE: 1
REMOTE RIP DATA FILE REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCANNER NBR	SCAN DATE
9D	6935-00-199-7619	V09114-3215-0635		EA	1	1	NNZ	23.72	SR3518	01	3242
9D	6935-00-934-2999	V09114-3023-0452		EA	4	4	NNZ	1.38	SR3518	01	3242

30 AUG 93 (3242) **REMOTE RECEIPT PROCESSING** PAGE: 1
STOW SCANNER: 01 **REMOTE DTO DATA FILE REPORT** NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCANNER NBR	SCAN DATE
9D	8405-00-216-9017	V09114-2917-6408		EA	16	6	NNZ	23.90	SR3518	01	3242
9D	8405-01-057-5582	V09114-3210-6594		EA	1	1	NNZ	15.60	SR3518	01	3242

30 AUG 93 (3242) **REMOTE RECEIPT PROCESSING** PAGE: 1
STOW SCANNER: 01 **REMOTE STOW DATA FILE REPORT** NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	SHIP QUANTITY	QUANTITY STOWED	STOW LOCATION	SCANNER USER ID	SCAN DATE	NIIN LABELS	LOC LABELS
9D	6935-00-199-7619	V09114-3215-0635			1	C001R1	SR3518	3242	0	0
9D	6935-00-934-2999	V09114-3023-0452			4	M013D4	SR3518	3242	1	1

30 AUG 93 (3242) **REMOTE RECEIPT PROCESSING** PAGE: 1
REMOTE SUMMARY TOTALS REPORT

RIP RECORDS: 5
DTO RECORDS: 3
STOW RECORDS: 5

TOTAL REMOTE RECORDS: 13

RECPRO_12

Figure 41

a. Features. This report reprints data from the following:

(1) Remote RIP Data File,
(2) Remote Stow Data File,

(3) Remote DTO Data File,
(4) Summary totals for all three.

b. Functions. This report provides managers with a complete picture of the receipt transactions that personnel processed using the IBS Remote Function. This report is useful in the following actions:

(1) Obtaining audit-trail information,
(2) Identifying transactions they processed erroneously,
(3) Monitoring receipt-processing functions.

c. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Aviation Support Officer,
(3) Daily to the Material Division Officer,
(4) Weekly to the Stores Officer.

4. Data Extract Report.

10 AUG 93 (3242) REMOTE RECEIPT PROCESSING PAGE: 1
STOW SCANNER: 01 REMOTE DTO DATA EXTRACT REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCANNER NBR	SCAN DATE
9D	8405-00-216-9017	V09114-2197-6408		EA	16	6	NNZ	23.90	SR3518	01	3242
9D	8405-01-057-5582	V09114-3210-6594		EA	1	1	NNZ	15.60	SR3518	01	3242
9D	8405-01-276-1536	V09114-2194-4460		PR	1	1	NNZ	23.90	SR3518	01	3242

Total Records for this Report: 3

10 AUG 93 (3242) REMOTE RECEIPT PROCESSING PAGE: 1
REMOTE SUMMARY EXTRACT TOTALS REPORT

RIP RECORDS: 0
DTO RECORDS: 3
STOW RECORDS: 0

TOTAL REMOTE RECORDS: 3

RECPRO_13

Figure 42

a. Features. This report provides a printout of the data you extracted from a system with a configuration for remote-site processing. The data appears on the report as RIP, DTO, stow, and summary totals for all three. Before exporting data, you must accomplish the following actions:

(1) Obtain the six- to eight-digit password from the IBS Coordinator that allows you to gain access to this process,

(2) Verify that you already formatted the diskette you will use and that it contains no other data (this process will erase any data already on the diskette).

Managers also can use the report as a tool to verify the number of records the system processed for extract. The report also identifies which individual recorded the transactions into the IBS Program and whether that individual entered them properly or erroneously. In addition, the report helps determine the amount of time the system expended in processing receipt transactions.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Aviation Support Officer,
(3) Daily to the Material Division Officer,
(4) Weekly to the Stores Officer.

I. STOWAGE DIFFERENCES REPORTS

1. Material Stowed With No Matching RIP Report.

02 March 94 (4061) STOW DIFFERENCE REPORT Page: 1
Option: Both MATERIAL STOWED WITHOUT MATCHING RIP NIIN Sequence

COG	Stock Number	Document Number	UI	Ship Qty	RIP Qty	Stow Location	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
9Z	5306-00-174-8563	V21412-1215-0147	EA	20	200	158962	NNZ	2.30	TJ7166	N/A	4059
9Z	5306-00-174-8563	V21412-1215-0147	EA	20	200	158966	NNZ	2.30	TJ7166	N/A	4059
9Z	5306-00-174-8563	V21412-1215-0147	EA	20	200	158963	NNZ	2.30	TJ7166	N/A	4059
9Z	5310-00-174-8578	V21412-1215-0148	EA	1	10	258755	NNZ	53.56	TJ7166	N/A	4083
9Z	5310-00-174-8578	V21412-1215-0148	EA	1	1	258756	NNZ	53.56	TJ7166	N/A	4083

Total Records for this Report: 5

RECPRO_25

Figure 43

a. Features. This report provides a list of records for material that personnel processed through the Stow Function without first processing them through the RIP Function. This condition may be the result of any of the following situations:

(1) Material may be part of a multipack container that personnel missed during RIP processing. Compare these records to RIP source documents in the Stock Control History File. If you do not find a matching document, no further action is necessary. Quality-assurance personnel, however, should review the causes of the discrepancy and recommend control measures to prevent recurrence.

(2) Personnel delivered material directly to the storeroom bypassing the receipt-in-process staging area. If this is the case, no further action is necessary. Ensure personnel process all incoming material through the RIP Function before forwarding it to storerooms.

(3) Personnel in a customer division turned material in to the Supply Department and storeroom personnel placed it in stock.

The system can print this report in either a NIIN or document-number sequence.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Weekly to the Material Division Officer,
(3) Weekly to the Aviation Support Officer,
(4) Weekly to the Quality Assurance Officer,
(5) Monthly to the Stores Officer.

2. Stow Quantity Less Than Quantity Received Report.

02 March 94 (4061) STOW DIFFERENCE REPORT Page: 1
Option: Both QUANTITY STOWED LESS THAN QUANTITY RECEIVED NIIN Sequence

COG	Stock Number	Document Number	UI	Ship Qty	RIP Qty	Stow Qty	Stow Location	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
9C	3232-00-323-2323	V21412-4032-1233	EA	232	232	123	232323	NNZ	1.22	TJ7166	N/A	4049

Total Records for this Report: 1

RECPRO_28

Figure 44

a. Features. This report lists records for material that personnel processed through the Stow Function with a quantity that is smaller than that they processed through the RIP Function. This condition may be the result of any of the following situations:

(1) Personnel transported material in a separate container to a different storeroom and stowed it with similar containers. Conduct an inventory or location audit to search for the missing items. Based on the category and cost of the material, initiate a loss-by-inventory or survey transaction. If you do not quickly correct the discrepancy, the transaction will appear on a subsequent A&G or C&H summary report as an unmatched transaction.

(2) Personnel manually entered the wrong quantity to the scanner during RIP processing. Check whether the quantity recorded during RIP processing is the same as the quantity on the receipt document and then correct the RIP record.

(3) The item has multiple locations into which personnel stowed material on dates that are not currently on file in the IBS Program. These transactions require adjustment to both IBS and SUADPS-RT files.

(4) The document for the material indicates a partial customer refusal but the quantity on it does not reflect the adjustment. Correct the RIP record if still available or adjust the record in SUADPS-RT if you already transferred the data.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Weekly to the Material Division Officer,
(3) Weekly to the Aviation Support Officer,
(4) Weekly to the Quality Assurance Officer,
(5) Weekly to the Stock Control Officer,
(6) Monthly to the Stores Officer.

NOTE: The Material Division Officer must conduct a spot inventory for each record on this report. If necessary, the IBS Coordinator must accomplish corrections before transferring them to the Host (DI X71). Failure to do so causes the records to process to the Host and subsequently to SUADPS-RT as losses by inventory (FIR Code M5).

3. Stow Quantity Greater Than Quantity Received Report.

29 MARCH 96 (6088) — STOW DIFFERENCE REPORT — Page: 1

Option: Both — QUANTITY STOWED GREATER THAN QUANTITY RECEIVED — NIIN Sequence

COG	Stock Number	Document Number	UI	Ship Qty	RIP Qty	Stow Qty	Stow Location	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
9G	6680-00-068-4604	V21412-5194-1069	EA	1	1	3	789635	NNZ	67.51	X00001	N/A	6087
9N	5910-00-837-5109	V21412-5201-0487	EA	1	1	5	MYCAR1	NNZ	2.77	X00001	N/A	6087
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083
9N	5935-00-978-9673	V21412-5223-1051	EA	13	13	51	654646	NNZ	0.11	NAVMASSO	N/A	6083

Total Records for this Report: 11

STOWFGB112_45

Figure 45

a. Features. This report provides a list of records for material that personnel processed through the Stow Function with a quantity that is larger than that they processed through the RIP Function. This condition may be the result of any of the following:

(1) Personnel placed the DTO material with similar stock material,

(2) Personnel processed the material through the RIP Function using a different unit of issue than that they used when processing it through the Stow Function.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Quality Assurance Officer.

NOTE: The Material Division Officer must conduct a spot inventory for each record on this report. If necessary, the IBS Coordinator must accomplish corrections before transferring them to the Host (DI X71). Failure to do so causes the records to process to the Host and subsequently to SUADPS-RT as gains by inventory (FIR Code D5).

4. Stow NIIN Different Than Receipt NIIN Report.

02 March 94 (4061) STOW DIFFERENCES REPORT Page: 1
Option: Both STOW NSN DIFFERENT THAN RIP NSN NIIN Sequence

COG	Stock Number	Document Number	UI	Ship Qty	RIP Qty	STOW Qty	STOW Location	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
9Z	2323-00-232-3232	V21412-3222-1000	EA	12	12			NNZ	0.22	SR1304	N/A	4049
9Z	2323-00-232-3333	V21412-3222-1000	EA	12		12	232323	NNZ	0.22	SR1304	N/A	4049
2R	3232-00-323-2323	V21412-4032-1233	EA	232	232			NNZ	1.22	SR1304	N/A	4049
2R	4343-00-434-3434	V21412-4032-1233	EA	123		123	232323	NNZ	1.22	SR1304	N/A	4049

Total Records for this Report: 2

RECPRO_30

Figure 46

a. Features. This report provides a list of records for material that personnel processed through the Stow Function with a NIIN that is different from that they processed through the RIP Function. It also provides essential receipt information for use when you review or research records before processing them into SUADPS-RT. This condition may be the result of any of the following situations:

(1) There was a misprint on the source document. Review the document number on the BRF and check the NIIN number. If it is different, research it to ensure it is valid.

(2) The NIIN number on the material itself is different from that on the shipment document. Research it to ensure it is valid. If it is, note the fact on the report and adjust the appropriate RIP or stow record before transferring data to SUADPS-RT.

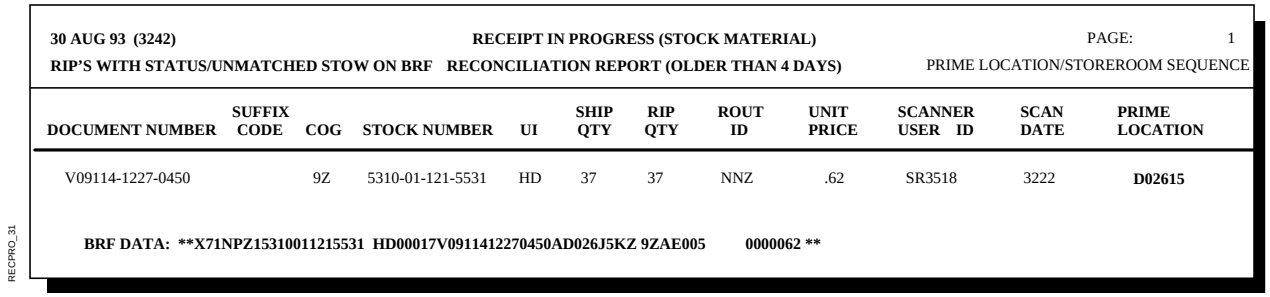
(3) The item is substitute or interchangeable material. If the item is a true substitute, initiate a follow-up check in SUADPS-RT to ensure data on records agrees with data on the material itself.

(4) Personnel processed an item through the RIP Function with a NIIN number that they subsequently deleted. However, they did not annotate the new NIIN on the material. Annotate the new NIIN on both the material and the record. Adjust the appropriate records to reconcile differences.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Material Division Officer,
(2) Daily to the Stock Control Officer,
(3) Daily to the Aviation Support Officer,
(4) Daily to the Receipt Processing Coordinator,
(5) Daily to the Quality Assurance Officer.

5. Receipt-in-process Reconciliation Report.



30 AUG 93 (3242) RECEIPT IN PROGRESS (STOCK MATERIAL) PAGE: 1

RIP'S WITH STATUS/UNMATCHED STOW ON BRF RECONCILIATION REPORT (OLDER THAN 4 DAYS) PRIME LOCATION/STOREROOM SEQUENCE

DOCUMENT NUMBER	SUFFIX CODE	COG	STOCK NUMBER	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCAN DATE	PRIME LOCATION
V09114-1227-0450		9Z	5310-01-121-5531	HD	37	37	NNZ	.62	SR3518	3222	**D02615**

BRF DATA: **X71NPZ15310011215531 HD00017V0911412270450AD026J5KZ 9ZAE005 0000062 **

RECPRO_31

Figure 47

a. Features. This report provides a snapshot of RIP transactions for stock or DTO POD records that the IBS system processed. These are transactions that have only a partial match to transactions in the BRF. It provides essential receipt information for use when you review or research records before processing them to SUADPS-RT. Erroneous conditions that appear on this report include the following:

(1) Personnel processed a RIP transaction, but no stow transaction;

(2) Personnel processed a RIP transaction, but there is no record on the BRF;

(3) Personnel processed both RIP and stow transactions, but there is no record in the BRF;

(4) Receipt date on the requisition differs from the BRF completion date;

(5) A RIP transaction became over-aged while waiting for stow processing.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Material Division Officer,
(2) Daily to the Stock Control Officer,
(3) Daily to the Aviation Support Officer,
(4) Daily to the Receipt Processing Coordinator,
(5) Daily to the Quality Assurance Officer.

J. EXTRACT DATA FOR SUADPS-RT REPORTS

1. Stock Receipts Ready for SUADPS Report.

02 March 94 (4061) **STOCK RECEIPTS READY FOR SUADPS** Page: 1

History File: 32421001 **(X09 DATA INCLUDED)**

Doc ID	X71 Stock Receipt Image RIC	RTC	Stock Number	UI	Quantity	Document Number	STOW Location	COG	Receipt Date	Unit Price	Actual Quantity Received
X71	N32	1	2121-21-212-1222	EA	00012	V21412-3200-1222	15AB13	9C	4049	0000232	00012
X71	S9I	1	2121-21-212-1222	PR	00012	V21412-3232-1222	SR0001	9G	4049	0000323	00012
X71	N32	1	2323-23-232-3333	EA	00132	V21412-4011-1099	15AA00	4R	4049	0000233	00001
X71	NNZ	1	3232-32-323-2344	EA	00012	V21412-4033-1000	15AB02	7R	4054	0000323	00013
X71	N32	1	2332-00-989-8888	EA	00014	V21412-4033-1101	15AB02	7R	4060	0000233	00014
X09		1	2332-00-989-8888	EA			15AB03				
X71	N32	1	2323-23-232-3323	EA	00122	V21412-4033-1299	15AB03	9I	4049	0000232	00222
X71	N32	1	1222-12-122-2122	EA	21212	V21412-4049-1101	160011	7R	4049	0001212	00002
X71	NNZ	1	2323-23-233-3333	EA	00002	V21412-4049-1200	15AB01	9C	4060	0000233	00005

Total Receipt Records for this Report: 4

Total X09 Records for this Report: 1

RECPRO_32

Figure 48

a. Features. This report provides a list of records for stock material that are ready for input to SUADPS-RT (DI X71). It also includes records for items requiring assignment of new stow locations (DI X09).

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stock Control Officer,
(2) Daily to the Quality Assurance Officer.

2. DTO Receipts Ready for SUADPS Report.

02 March 94 (4061) **DTO RECEIPTS READY FOR SUADPS** Page: 1

Doc Number Sequence

X71 DTO Receipt Image										
Doc ID	**RIC**	**RTC**	**Stock Number**	**UI**	**Quantity**	**Document Number**	**COG**	**Receipt Date**	**Unit Price**	**Actual Quantity Received**
X71	S9C	1	2323-00-232-3232	EA	00032	V21412-4011-A323	9C	4061	0000232	00032
X71	N32	1	1222-00-989-8872	EA	00012	V21412-4033-A111	7R	4060	0100000	00012
X71	N32	1	1222-00-983-8383	EA	00013	V21412-4033-G099	7R	4060	0010000	00013
X71	N32	1	2222-00-222-2222	EA	00001	V21412-4049-A222	7R	4049	0010000	00001
X71	S9D	1	2323-00-323-3333	EA	00123	V21412-4049-DE88	9D	4049	0010000	00123

Total Records for this Report: 5

RECPRO_33

Figure 49

a. Features. This report provides a list of all records for DTO material that are ready for input to SUADPS-RT (DI X71).

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stock Control Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator.

3. DTO Receipts for Nonsupported UICs Report.

24 FEBRUARY 94 (4055) RECEIPT RIP SCANNER PAGE: 1
RIP SCANNER: 00 NON-SUPPORTED UIC REPORT NIIN

DOCUMENT NUMBER	COG	STOCK NUMBER	UNIT OF ISSUE	SHIP QTY	RIP QTY	UNIT PRICE	SCANNER USER ID	SCAN DATE
V21412-1111-W777	9D	3131-31-313-1313WW	DR	00010	00010	12345.67	RJ7166	4040
V21412-1111-1111	9C	1212-12-121-21212	HD	00001	00001	12241.24	RJ7166	4040
V21412-4042-1111	9G	1111-22-333-4444F	EA	45	45	5.67	RJ7166	4042

TOTAL RECORDS FOR THIS REPORT 3

24 FEBRUARY 94 (4055) RECEIPT STOW SCANNER PAGE: 1
STOW SCANNER: 00 NON-SUPPORTED UIC REPORT NIIN

DOCUMENT NUMBER	COG	STOCK NUMBER	UNIT OF ISSUE	SHIP QTY	STOW QTY	UNIT PRICE	SCANNER USER ID	SCAN DATE
V21412-4042-1111	9G	1111-00-333-4444F	EA	45	45	5.67	RJ7166	4042
V21412-4042-1111	9G	1111-00-333-4444F	EA	45	45	5.67	RJ7166	4042

TOTAL RECORDS FOR THIS REPORT 2

RECPRO_34

Figure 50

a. Features. This report provides a list of all records for DTO material that are ready for input to SUADPS-RT (DI X71) but belong to units that your activity's system does not support. The system generates records on this report only if you activated the Supported UIC Option in the IBS Program. This support data does not transfer to SUADPS-RT. The report is for information purposes only. This data is not in the Receipt History File because your activity does not support the unit.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stock Control Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator,
(4) Daily to the Material Division Officer,
(5) Daily to the Aviation Support Officer.

4. Stock Receipts Forced to SUADPS Report.

02 March 94 (4061) FORCE STOWS PASSED FOR PROCESSING Page: 1
History File: 32421001 (X09 DATA INCLUDED)

X71 Stock Receipt Image											
Doc ID	RIC	RTC	Stock Number	UI	Quantity	Document Number	STOW Location	COG	Receipt Date	Unit Price	Actual Quantity Received
X71	N32	1	2323-00-232-3233	EA	00001	V21412-3044-1200	Q23333	7R	4049	0000034	00001
X71	N32	1	2121-00-212-1222	EA	00001	V21412-3200-1222	W22222	7R	4049	0000232	00001
X71	N32	1	2323-00-232-3333	EA	00001	V21412-4011-1099	121212	4R	4049	0000233	00001
X71	N32	1	1212-00-212-1212	SE	00001	V21412-4029-1105	Q22222	7R	4060	0000125	00001
X71	N32	1	2332-00-989-8888	EA	00001	V21412-4033-1101	S33333	7R	4060	0000233	00001
X09		1	2332-00-989-8888	EA			W33344			0022000	
X71	N32	1	2323-00-232-3233	EA	00001	V21412-4049-1104	W33333	7R	4049	0000022	00001
X71	S9A	1	2323-00-233-3333	EA	00002	V21412-4049-1200	S33333	9A	4060	0000233	00002

Total Forced (No RIP's) Receipts: 7
Total Forced (Partial Stow) Receipt: 0
Total X09 Records for this Report: 1

RECPRO_35

Figure 51

a. Features. This report provides a list of records for stock material (DI X71) that the system arbitrarily completed because the processing time limit set in the Receipt Control Data Function already passed. This report also includes the following:

(1) Records for stock material with stow data but no RIP data,

(2) Records for stock material for which the stow quantity is only a portion of the RIP quantity.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stock Control Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator,
(4) Daily to the Material Division Officer,
(5) Daily to the Aviation Support Officer,
(6) Weekly to the Stores Officer.

5. Receipt Inventory Adjustments (Gains) Report.

02 March 94 (4061) **RECEIPT INVENTORY ADJUSTMENTS** Page: 1
Option: Both **RECEIPT GAINS** NIIN Sequence

Doc ID	Stock Number	Unit of Issue	Ship Qty	Document Number	STOW Location	COG	Scan Date	Unit Price	Quantity Received
X13	2323-00-232-3233	EA	1	V21412-4049-1104	15AA01	7R	4049	1000.00	2
X13	2323-00-232-3323	EA	122	V21412-4033-1299	180001	9I	4049	2.32	222
X13	2323-00-232-3332	EA	100	V21412-4049-1107	180001	9N	4049	23.23	150
X13	2323-00-233-3333	EA	2	V21412-4049-1200	160001	2W	4060	2.33	5
X13	3232-00-323-2344-	EA	1	V21412-4033-1000	15AA01	7R	4054	3000.00	2
X13	3434-00-343-4444	EA	1	V21412-4005-1125	15AA01	7R	4060	430.00	2
X13	1212-00-212-1212	EA	1	V21412-4029-1105	15AA01	7R	4060	1000.00	2

Total Receipt Gain Records: **7**
Total Receipt Gain EMV: **12260.49**

RECPRO_36

Figure 52

a. Features. This report provides a list of records for potential gains by inventory (DI X13) based on the data you extracted for input to SUADPS-RT.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stock Control Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator,
(4) Daily to the Material Division Officer,
(5) Daily to the Aviation Support Officer,
(6) Daily to the Stores Officer,
(7) Weekly to the Supply Officer.

6. Receipt Inventory Adjustments (Losses) Report.

02 March 94 (4061) **RECEIPT INVENTORY ADJUSTMENTS** Page: 1
Option: Both **RECEIPT LOSSES** NIIN Sequence

Doc ID	Stock Number	Unit of Issue	Ship Qty	Document Number	STOW Location	COG	Scan Date	Unit Price	Quantity Received
X13	1111-00-111-1111	EA	21	V21412-3299-1222	18A001	1H	4060	12.87	12
X13	1540-01-139-7116	ER	12	V21412-4022-1455	18A001	9I	4060	11.33	1
X13	2323-00-232-3333	EA	10	V21412-4049-1106	18B001	9Z	4049	2.32	2
X13	1530-00-134-1444	EA	21	V21412-4050-1109	18B001	9D	4060	0.32	1

Total Receipt Loss Records : 4
Total Receipt Loss EMV: 265.42

RECPRO_37a

02 March 94 (4061) **RECEIPT INVENTORY ADJUSTMENTS** Page: 1
Option: Both **RECEIPT SURVEYS** NIIN Sequence

Doc ID	Stock Number	Unit of Issue	Ship Qty	Document Number	STOW Location	COG	Scan Date	Unit Price	Quantity Received
X43	1212-00-121-2122	EA	1	V21412-4012-1000		7R	4049	1005.00	0
X43	1222-00-122-2122	EA	1	V21412-4049-1101		7R	4049	1000.00	0
X43	2323-00-232-3333	EA	1	V21412-4011-1099		4R	4049	123.00	0

Total Receipt Survey Records : 3
Total Receipt Survey EMV: 2128.00

RECPRO_37b

Figure 53

a. Features. This report provides a list of records for potential losses (DI X13) and surveys (DI X43) based on the data you extracted for input to SUADPS-RT.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stock Control Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator,
(4) Daily to the Material Division Officer,
(5) Daily to the Aviation Support Officer,
(6) Daily to the Stores Officer,
(7) Weekly to the Supply Officer.

K. RECOMMENDATIONS

1. General. This section provides detailed suggestions for proper processing that come from the lessons we have learned in the past. It provides as well a list of the publications we consider of most importance in this particular area of expertise.

2. Lessons Learned. The following is a list of problems we have encountered, their causes, and actions we recommend you execute as a part of routine business to prevent them:

a. Excessively Large C&H Listing.

(1) Cause. If you fail to use the IBS Program to process inventory data, you increase the probability of processing erroneous transactions. These transactions will then appear on the Listing of Unmatched Transactions for Captions C&H.

(2) Action. Use the IBS Program routinely to ensure the quick and accurate processing of inventory data.

b. Insufficient Disk Space.

(1) Cause. The IBS Program requires a large amount of disk space to execute efficiently. When attempting to access the IBS Program, the message "Too many applications open. Close applications, and start again." may appear.

(2) Action. Accomplish file cleanup procedures on your IBS PC as often as you can to ensure you always have the minimum disk requirements.

c. Internal Battery in Scanner Dies Unexpectedly Losing All Data Collected.

(1) Cause. You transferred too many records to a scanner.

(2) Action. Never exceed the maximum of 300 NIIN records per scanner. This will save you time and minimize the possibility of losing data.

d. PC Locks Up When Transferring Data.

(1) Cause. This problem is generally maintenance-related.

(2) Action. Contact the personnel responsible for maintenance. If you require further assistance, contact MTAT personnel.

e. Reduced Level of Charge on NiCad Battery Pack.

(1) Cause. You repeatedly discharge the battery only partially before recharging it. Over time the battery, through this conditioning, will be unable to achieve a full charge. This problem is known as memory effect.

(2) Action. To prevent memory effect, maintain one fully charged spare battery for every two scanners. Remove a battery from the scanner only when it indicates a low charge. Replace the battery with a fully charged battery. Recharge the battery that has a low charge. Use the discharge feature of the charging unit when charging every battery.

f. Scanner QA Processing Experiences Abnormal Termination.

(1) Cause. You scheduled a large process (more than 5000 items) as a single job. *This is not the same problem as transferring too many records to one scanner.*

(2) Action. Any time an error message appears, write it down and research the problem. If you do not understand the problem or correction, contact ADP or MTAT personnel for assistance. Do not attempt to modify, rename, or delete any IBS work files using DOS procedures.

g. Unable to Import Data to Databases.

(1) Cause. The IBS Program requires certain .pif file settings on your IBS PC to operate efficiently. If the settings are different from the standard layout, the program will not be able to import data to the databases after transferring it from the Host.

(2) Action. Ensure you follow the file setup procedures as described in installation information.

h. Windows Will Not Release Terminal Emulator.

(1) Cause. The Windows Program may require the slight tapping of ESC and ALT key to release the terminal emulator process.

(2) Action. Ensure you include these key strokes whenever you attempt to access the terminal emulator.

3. References. The following are the references and sources we recommend you use when you require additional information:

a. CNAL/CNAPINST 4440.1 (series),

b. SUADPS-RT Support Procedures,

c. Automated SNAP I Supply Procedures Manual (NAVSUP P-567).

L. SMA INTEREST ITEMS

1. General. This section provides details of the most common discrepancies found during a Supply Management Assessment (SMA). Refer to this section often to ensure you maintain your standards up to or better than those that your type commander prescribes.

2. Material Receipt.

a. Have ship's personnel established procedures to transfer RIP and stow data from a remote-site PC to the normal-site PC at least once a day?

b. Is the Receipt Processing Coordinator an E-5 (or above) petty officer?

c. Does the IBS Coordinator generate and distribute IBS receipt processing management reports daily to the appropriate personnel?

d. Does the Receipt Processing Coordinator extract IBS data at least once a day for transfer to SUADPS-RT?

e. Do ADP personnel schedule at least one SUADPS-RT receipt-processing update every day? Do they schedule additional updates as the receipt-processing workload warrants?

f. Are the Receipt Processing Coordinator, Stock Control Officer, Suspense Processing Storekeeper, and ADP Supervisor familiar with the tools necessary to verify that IBS receipts processed successfully in a SUADPS-RT receipt-processing update?

g. Do ship's personnel file all receipt documents in a Julian-date and serial-number sequence in the Stock Control History File?

h. Do they retain all receipt documents in Stock Control?

i. Do they file all 7_ COG and APA stock and DTO receipts separately from NSA consumable stock and DTO receipts?

j. Is there a supply department instruction that contains internal receipt processing procedures and flow charts that depict both material and document flow under a central IBS receipt processing concept?

k. Have ship's personnel established procedures to document the movement of material that requires signature control?

l. Have they established a secure area for the storage of material that requires special control?

m. Is there a list of personnel with authorization to pick up material requiring special control? Do personnel update the list regularly?

n. Do they process stock and DTO overages in shipment correctly?

o. Do personnel conduct a QA check of 100% of all transactions for repairable material with cognizance symbols that begin with the numbers 2, 4, 6, 7, and 8?

p. Do they conduct a QA check of 100% of all transactions for consumable material with a dollar value greater than $3,000?

q. Do they prepare dummy receipts for all material they receive without paperwork? Do dummy receipts contain all the information they require to aid in proper research?

r. Do Stock Control personnel conduct causative research on dummy receipts to ensure proper processing and posting to SUADPS-RT?

s. Do they retain and file dummy receipts in the Stock Control History File?

3. IBS Stow-processing Management Tools.

a. Does the Receipt Processing Coordinator review and process remote receipt data reports?

b. Does the Receipt Processing Coordinator review and process all items with a RIP flag set and no receipt stow posted to IBS?

c. Do personnel review and process daily, weekly, and monthly receipt management reports that monitor receipt processing requirements?

4. Report of Discrepancy (ROD).

a. Do Stock Control personnel manage all ROD documents?

b. Do they assign ROD report numbers?

c. Do they maintain a ROD Control Log that contains appropriate information and status?

d. Do they forward ROD follow-ups within the appropriate time frames? Do they take the proper action to clear inventory and financial records if they receive no response within six months?

e. Do they submit ROD documents when necessary for stock, DTO, and classified or sensitive items?

f. Do they submit ROD documents by Naval Message when they meet the appropriate criteria? Do they submit ROD messages with all the information they require?

M. CHECKOFF LIST

1. General. This section lists the various procedures necessary to the proper execution of your duties as the IBS Coordinator. These steps are in the sequence that will help ensure successful completion of your taskings.

2. Stow-processing Procedures. The function includes the identification and stowage of material that you previously requisitioned. In addition, it includes recording all these actions. A breakdown in receipt-processing procedures has a greater negative impact on whether personnel in the Supply Department can execute assigned tasks than any other factor.

a. Prepare Scanners for RIP Processing. The IBS Coordinator must prepare scanners for RIP processing. Receiving personnel must not scan more than 300 records into a single scanner.

b. Stow Stock Material. Place stock material in the proper storeroom location.

c. Record Stow Data. Scan bar codes or key in stow data to the scanner. Storeroom personnel must not scan more than 300 records per single scanner.

d. Transfer Stow Data to the PC. Transfer stow data from scanners to the PC and print the download report.

e. Edit Stow Data. Edit stow receipt data using the Receipt Processing Stow Edit screen, if necessary.

f. Edit Receipt Data on the PC. Edit the receipts in the Master Receipt File, if necessary.

g. Extract Data for Input to SUADPS-RT. The IBS Coordinator will use the Extract Receipt Data to SUADPS option to extract the receipts (DI X71) that are ready for batch processing.

h. Schedule and Process the Batch Job. The IBS Coordinator will inform the S-1 SUADPS-RT FAS upon transfer of receipts to the Host for processing. The SUADPS-RT FAS will schedule the batch job.

i. Correct All Suspended Transactions. Stock Control personnel must accomplish corrective actions on receipts that are on the Suspended Transaction Listing. Then, they must process and update records accordingly.

j. Print Bar-code Labels as Necessary.

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IB: STOW MANAGEMENT

LESSON PLAN
SECTION 7

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IB: STOW MANAGEMENT

SECTION 7: LESSON PLAN

1. Introduction. Attached to this cover sheet is the lesson plan that will allow you to train other personnel in the requirements and demands of your position. This lesson plan is the following: IBS Coordinator Procedures for Stow Processing (II-C.18). After you successfully complete your studies and earn full qualification in the stow-processing arena, you may begin to train other personnel in procedures and processing in this area.

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COMNAVAIRLANT

IBS COORDINATOR PROCEDURES FOR STOW PROCESSING LESSON PLAN II-C.18

(Classroom Time 30 Minutes)

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFLP - 020
REV: SEPT 00

A. INTRODUCTION

The receiving process involves the identification, stowage, and issue of material that you previously requisitioned. In addition, it includes recording all these actions. More than anything else, a breakdown in receipt-processing procedures has a greater negative impact on whether personnel in the Supply Department can execute taskings.

B. PRESENTATION

- **Program Scanners.** The ideal way to process receipt data is to program two different sets of scanners for receipt processing. Receiving personnel will use the first set to enter receipt in process (RIP) data; storeroom personnel will use the second set to scan stow data.

- **Stow Scanner Procedures.**

  General. This function allows you to ensure all scanners are ready for storeroom personnel to use before beginning stow processing.

  Processing. The procedures for this process are as follows:

  ✦ Step 1. Select the Receiving Option from the Main Menu Screen on the scanner by pressing numeric key 3.

  ✦ Step 2. Next, select the Stow Option by pressing numeric key 2.

  ✦ Step 3. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to storeroom personnel.

- **Issue Scanners to Personnel.** Distribute the scanners you programmed for stow processing to storeroom personnel after completion of RIP processing. All personnel must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

  Damage to the scanner,
  Failure of the battery,
  Problems with key entry.

- **Transfer Stow Data From Scanners to the PC.**

  General. This function allows you to transfer stow data in an INTERMEC scanner reader to a PC for additional processing. As personnel return scanners containing stowage data, transfer the data to the PC for processing into receipt master files. This process is the same regardless of which of the following types of data a scanner contains:

  - ✦ Stock RIP data,
  - ✦ Stock stow data,
  - ✦ DTO data for material that does not require POD,
  - ✦ DTO data for material that requires POD.

  Processing. The procedures for this process are as follows:

  - ✦ Step 1. Select the Scanner Option from the Receipt Processing Menu Screen.

  - ✦ Step 2. Select the Transfer From Scanner Option on the Scanner Submenu.

  - ✦ Step 3. Ensure you connect the scanner download cable securely to both the scanner and the PC, and then press numeric key 6 on the scanner.

✦ Step 4. The system now prompts you to decide whether you wish to transfer data from the scanner to the PC. Select the OK Option to continue this process.

- **Review Receipt Stow Scanner Reports.** After you transfer scanner data to the PC, the system generates scanner data transfer reports. Then, it processes data into receipt master files and, if it finds any discrepancies, generates error and exception reports. The reports are as follows:

Download Report.

30 AUG 93 (3242) — RECEIPT IN PROCESS SCANNER — PAGE 1
RIP SCANNER: 01 — DOWNLOAD REPORT — NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SHIP QUANTITY	STOW QUANTITY	STOW LOCATION	SCANNER USER ID	SCAN DATE	NIIN LABELS	LOCS LABELS
9P	5935-00-199-7619	V09114-3215-0635	1	1		SR3518	3242	0	0
9N	5935-00-934-2999	V09114-3023-0452	4	4		SR3518	3242	1	1
9Z	5310-00-947-1380	V09114-3123-0643	8	7		SR3518	3242	8	1
1R	1730-00-948-4564	V09114-2223-0664	3	3		SR3518	3242	0	0
1R	5945-01-240-2505	V09114-3251-1230	1	1		SR3518	3242	1	1

Total Records for this Report: 5

RECPRO_06

Figure 1

This report provides a list of all the stow transactions you transferred from a scanner to the PC. The program can print the report in either NIIN or document-number sequence. Use this report to conduct audit trails and verify receipt-processing transactions. Provide a copy of this report every day to the Receipt Processing Coordinator.

DTO Errors Report.

30 AUG 93 (3242) RECEIPT IN PROCESS SCANNER PAGE 1
RIP SCANNER: 01 EXCEPTION REPORT

DOCUMENT NUMBER	SUFFIX CODE	COG	STOCK NUMBER	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCAN DATE	EXCEPT CODE	**ON FILE** QTY	**ON FILE** DATE
V09114-3215-00664	A	9N	1730-00-948-4564	EA	3	2	NNZ	41.50	SR3518	3242	02	3	3241

NOTE: THIS REPORT DEPICTS THOSE RECORDS WHICH HAVE BEEN PREVIOUSLY SCANNED AND REQUIRE RESEARCH.

EXCEPTION CODES:
01 - DUPLICATE STOCK RIP
02 - DUPLICATE STOCK RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
03 - DUPLICATE STOCK RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)
04 - DUPLICATE DTO RECEIPT
05 - DUPLICATE DTO RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
06 - DUPLICATE DTO RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)

TOTAL RECORDS FOR THIS REPORT: 1

REDPRO_07

Figure 2

This report lists DTO records without a POD requirement that personnel processed erroneously using the Stow Function. Use this report to verify receipt data that you transferred. If you verify that personnel processed records erroneously through the Stow Function, delete them using the Receipt File Maintenance Function.

- **Edit Stock and DTO POD Stow Data.**

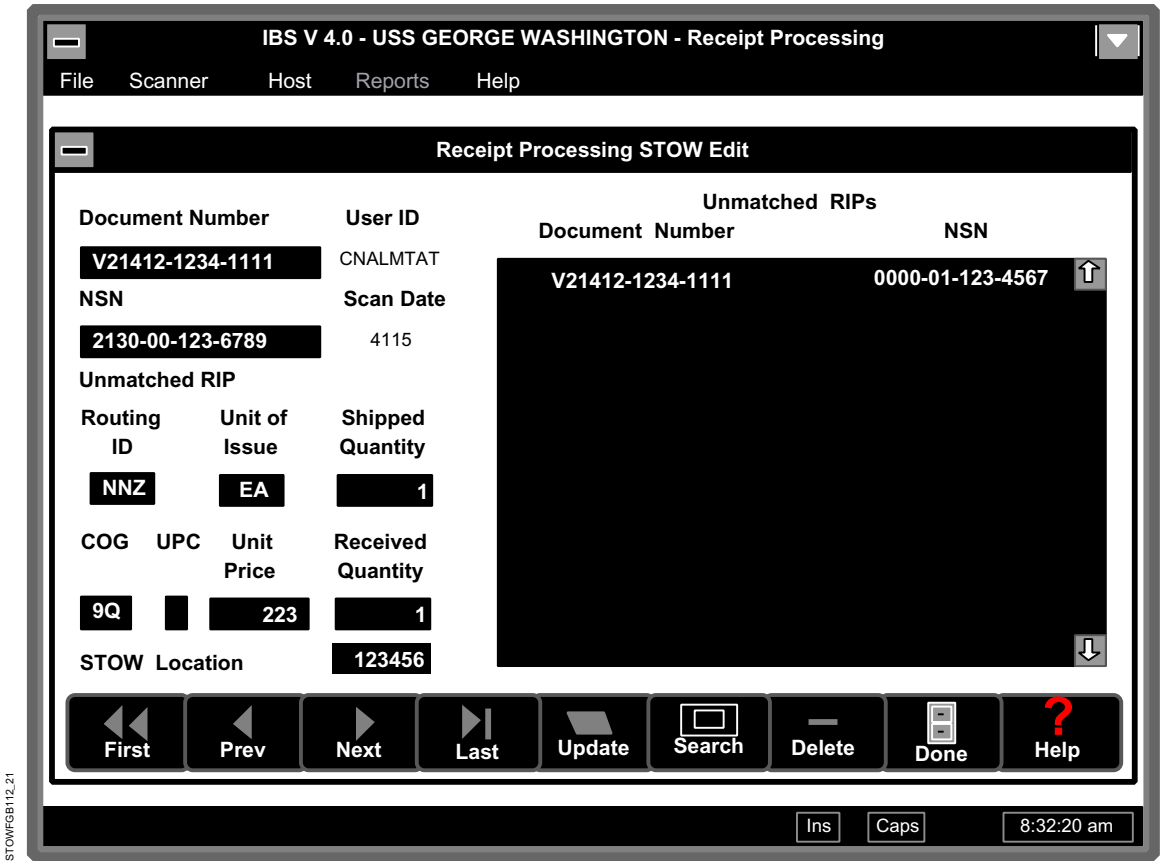

Figure 3

General. This function allows you to access, update, and process other maintenance actions for stock or DTO POD data in the Receipt Master File. This file contains all stock receipt data awaiting extract processing into SUADPS-RT. It also contains data for all DTO receipts that required POD processing.

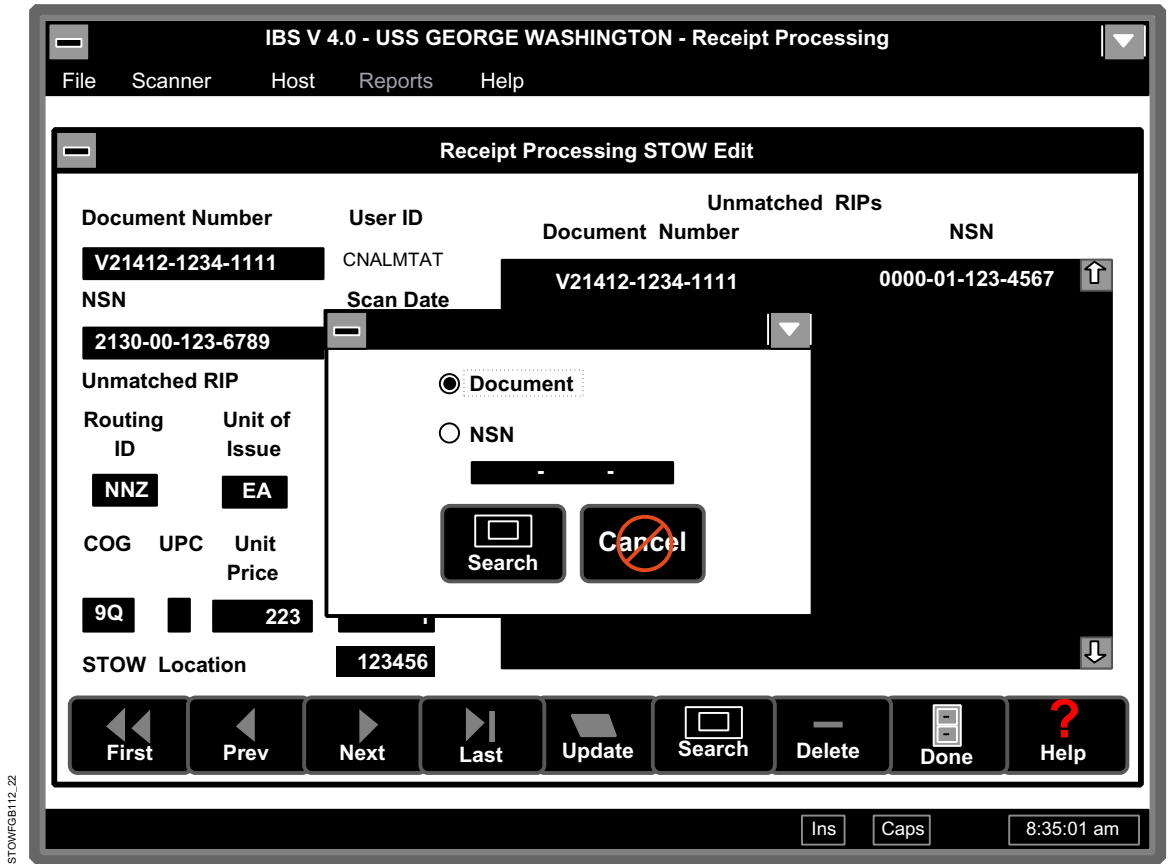

Figure 4

Processing. The procedures for this process are as follows:

- ✦ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).
- ✦ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.
- ✦ Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen.
- ✦ Step 4. Enter the password you selected for this process.
- ✦ Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

- Step 6. Select the File Option from the Receipt Processing Menu Screen.

- Step 7. Select the Stow Option on the File Submenu and the Edit Option on the Stow Submenu.

- Step 8. Use the arrow keys or the mouse to select the Search Option.

- Step 9. Select to search by document or NSN number.

- Step 10. Enter the document or stock number in the highlighted data block and select the Search Option again.

- Step 11. Once the record you wish to edit appears, change the data on the screen as necessary. Use the arrow keys or the mouse to select the appropriate data fields you wish to edit. Then, type the revised data over the data already on the screen.

- Step 12. Check the data elements on the screen carefully and, if correct, select the Update Option to save the changes.

- Step 13. Select the OK Option to continue to the next record you wish to edit.

- Step 14. When finished, select the Done Option to conclude this process and return the system to the Receipt Processing Menu Screen.

- **Generate Receipt Differences Reports.**

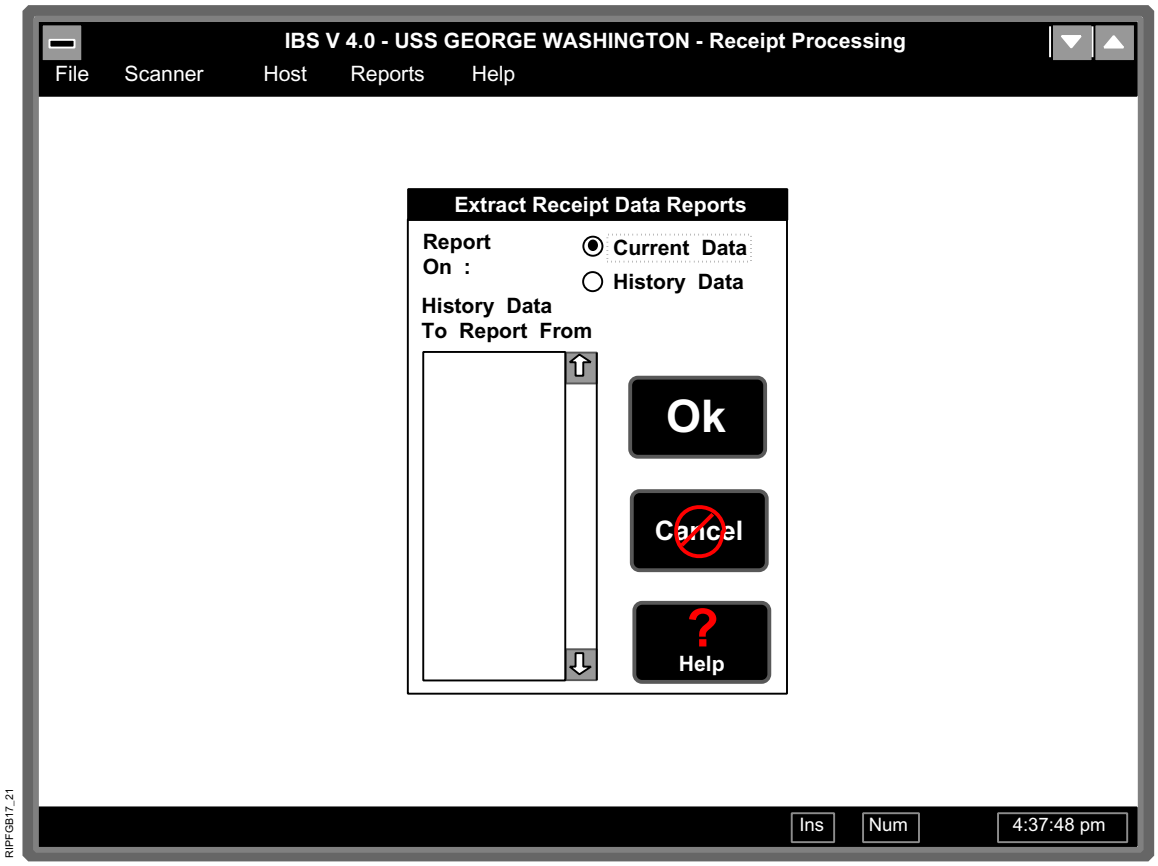

Figure 5

General. This function allows you to select to produce the reports that have receipt-document discrepancies. Use these reports in conjunction with a financial audit. In this way, they help you find the records that correspond to those that remain unmatched on both C&H and A&G summaries. The IBS Program provides you with the ability to select and include transactions for consumable, repairable, or both types of material.

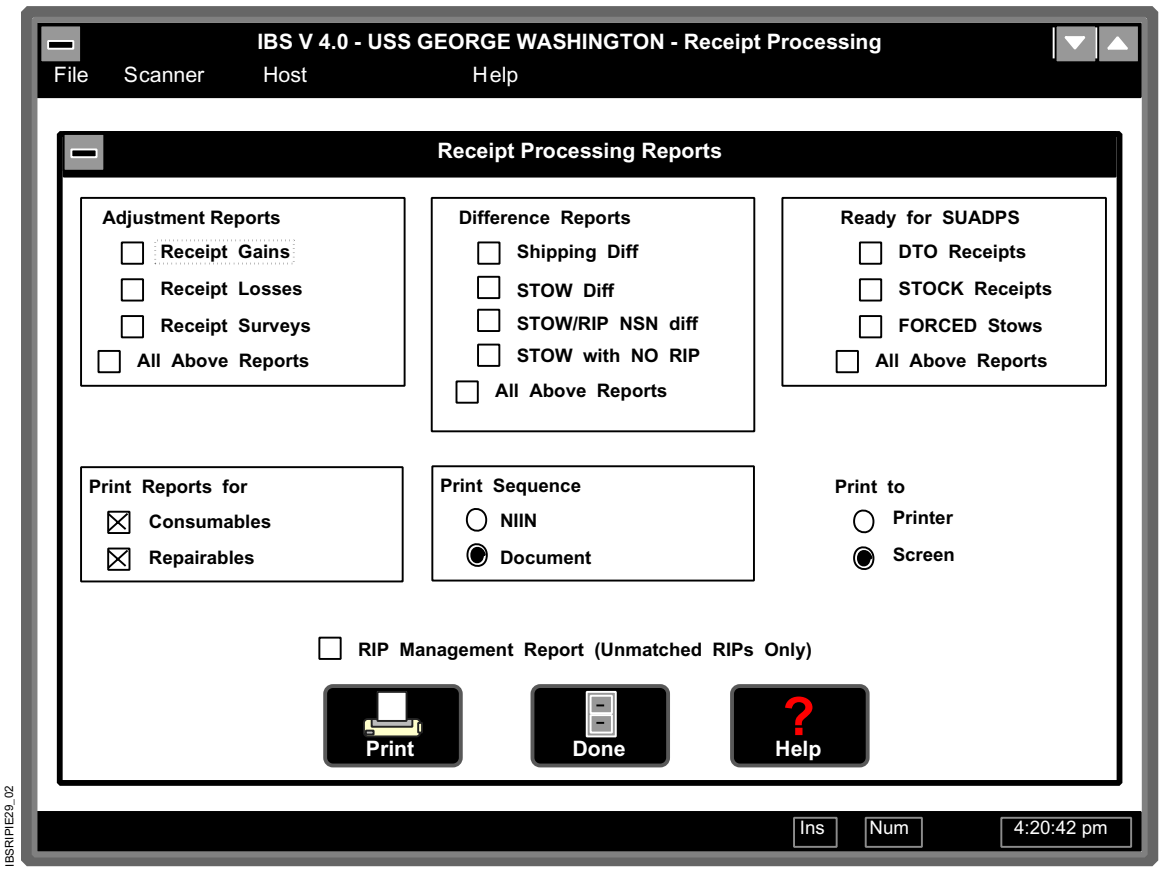

Figure 6

Processing. The procedures for this process are as follows:

- ✦ Step 1. Select the Reports Option from the Receipt Processing Menu Screen.
- ✦ Step 2. Select the Current Data Option to print reports for records that are now on file.
- ✦ Step 3. Select the OK Option to continue this printing process.

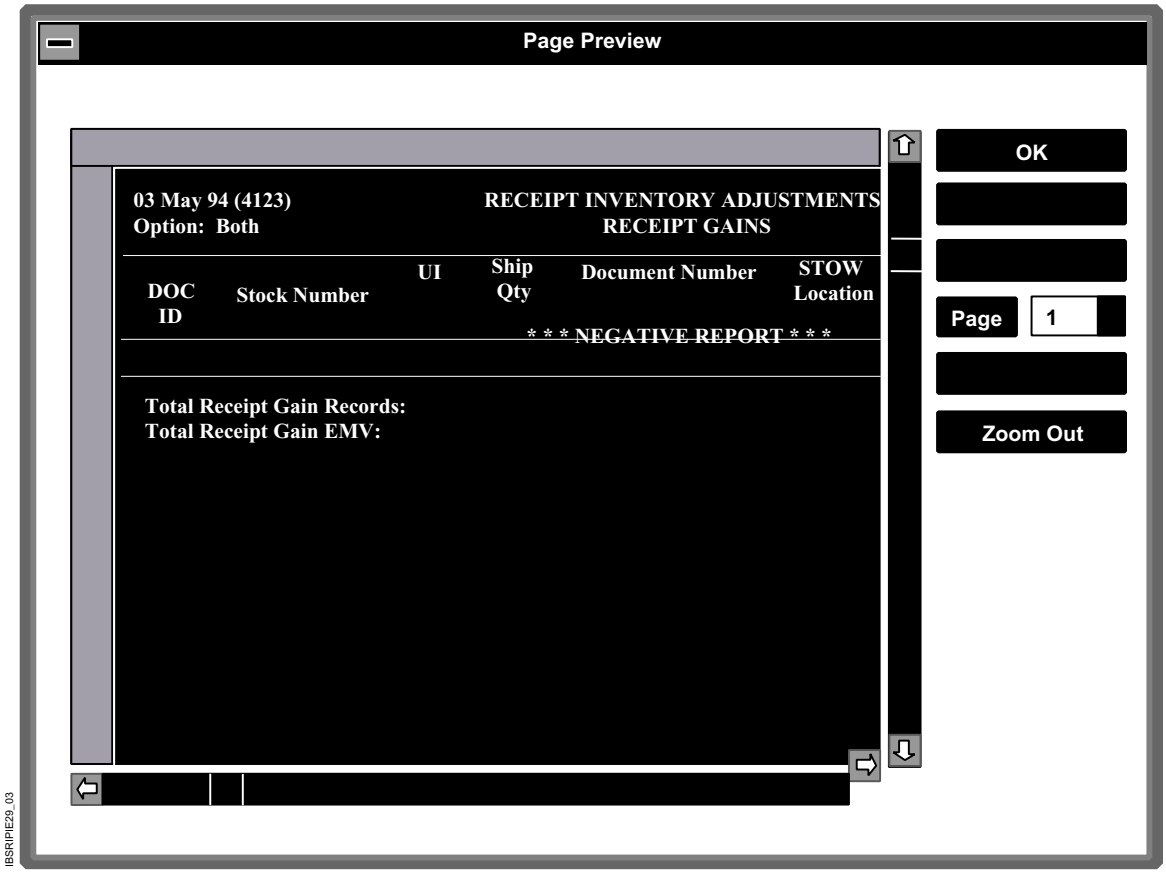

Figure 7

- ✦ Step 4. Use the arrow keys or the mouse to select one or a combination of the following options:

  - ✧ Shipping Differences Reports,
  - ✧ Stowage Differences Reports,
  - ✧ Stow-to-RIP NSN Differences Report,
  - ✧ Stow With No Matching RIP Report,
  - ✧ OMC/Scanner Differences Reports,
  - ✧ All Above Reports.

- ✦ Step 5. Select the type of material you wish on the reports: consumable, repairable, or both.

- ✦ Step 6. Select to print the reports in a NIIN or document-number sequence.

- Step 7. Select the Printer Option to print a report.

- Step 8. After you make sure the printer is ready, select the Print Option to begin the printing process. The report with shortages prints first and then the report with overages.

- Step 9. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

- **Generate RIP Reconciliation Reports.**

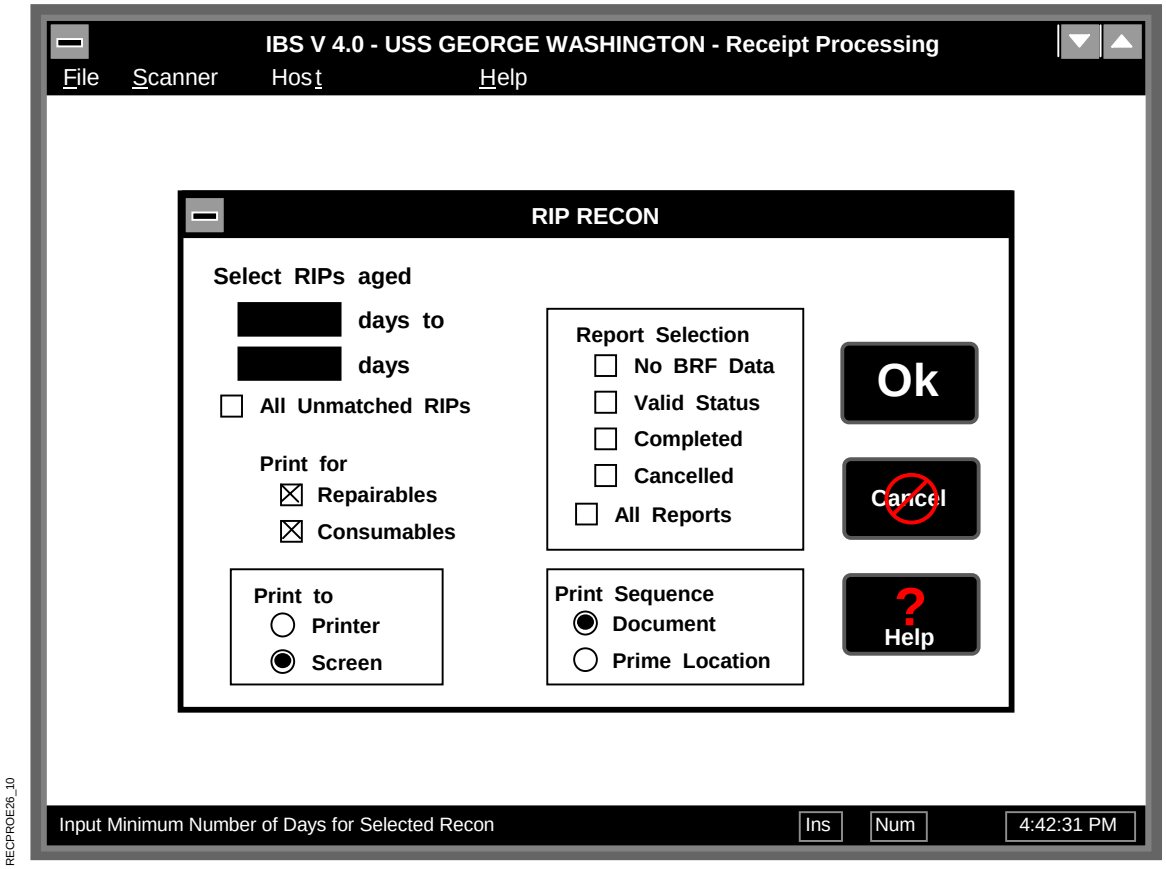

Figure 8

General. This function allows you to select to produce RIP reconciliation reports. The IBS Program allows you to reconcile RIP transactions on the PC with requisitions on the BRF that remain outstanding. The report generated by the IBS Program for this process will list all outstanding RIP transactions as well as the latest status from the BRF for each. If the latest status is a receipt transaction, the report will show an image of the RIP transaction. For those RIP transactions that do not have a match on the BRF, the report will bear the notation “no match.” These records require research and appropriate corrective action.

Processing. The procedures for this process are as follows:

- Step 1. Select the Host Option from the Receipt Processing Menu Screen and then select the RIP RECON Report Option on the Host Submenu.

- Step 2. Enter beginning and ending values to generate reports for RIP transactions processed within a particular range of days. You also can select to generate reports for all RIP transactions in process.

- Step 3. Select the type of material you wish on the reports: consumable, repairable, or both.

- Step 4. Select one or more of the following report-selection options;

  - No BRF Data,
  - Valid Status,
  - Completed,
  - Canceled,
  - All Reports.

- Step 5. Select the Printer Option to print a report.

- Step 6. Select to print the reports in a document or prime-location sequence.

- Step 7. Select the OK Option to begin the printing process.

- Step 8. Carefully read and follow the instructions on the screen as the PC attempts to access the Host computer system.

- Step 9. If the SUADPS-RT LOGIN banner does not appear, enter the term L HOST and press the ENTER key.

- Step 10. Enter the term L IBS to log on to the Host system.

- Step 11. Carefully read and follow instructions shown on the Host database screen.

- Step 12. After the SUADPS-RT LOGIN banner appears, press and hold the ALT key while you press alphabetic key Q to return the system to the IBS Program.

- Step 13. After you make sure the printer is ready, select the Print Option to begin the printing process.

- Step 14. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

- **Extract Data for Input to the Host.**

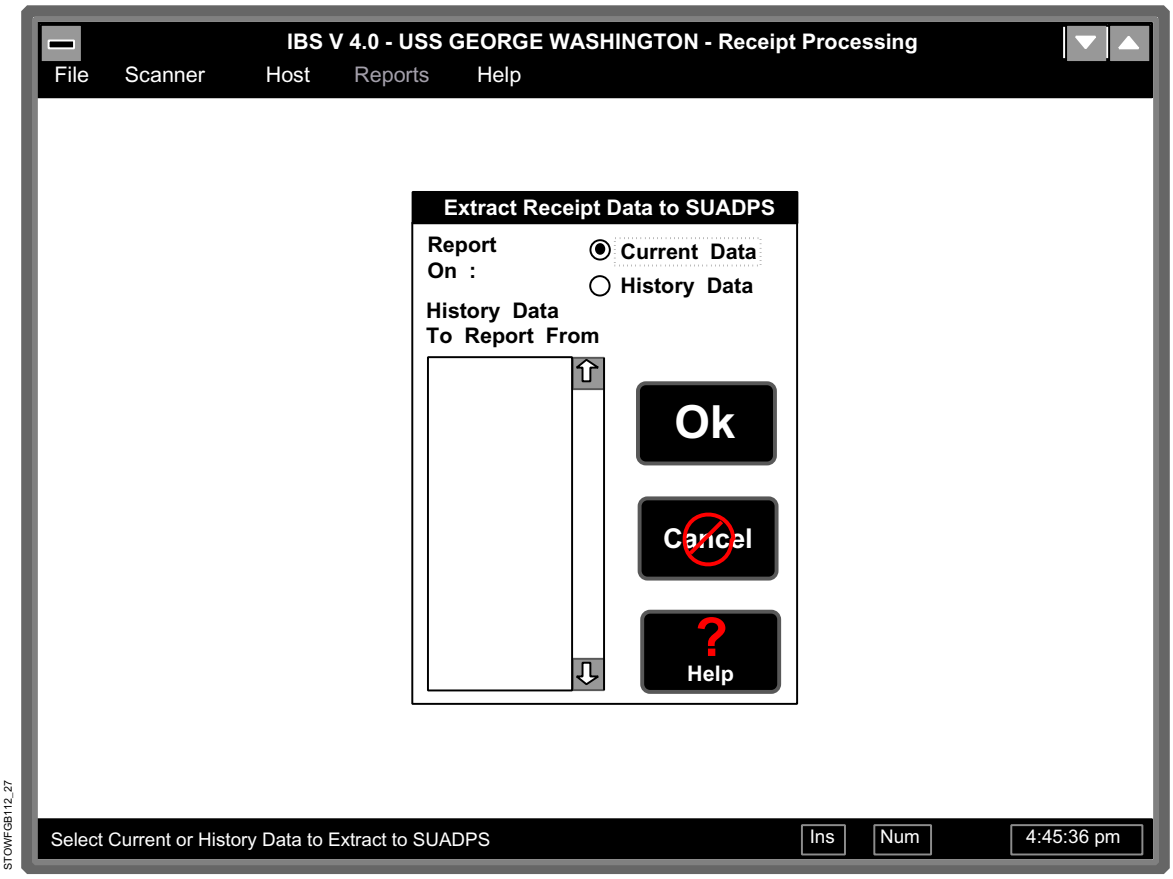

Figure 9

General. This function allows you to extract both DTO and stock receipt data from IBS receipt master files. You can initiate an extract process only from a PC that you configured for normal-site processing. Ensure you back up both the Receipt Master File and the Receipt History File before beginning the extract process. In addition, the program provides an option that allows you to once again process an extract if the original transfer of data to SUADPS-RT was unsuccessful.

Reports. This extract process generates the following reports during the extract process when you select the Print Reports Option:

- **Stock Receipts Ready for SUADPS.** This report contains all DI X71 records for stock material that are ready for input to SUADPS-RT through batch processing.

- **DTO Receipts Ready for SUADPS.** This report contains all DI X71 records for DTO material that are ready for input to SUADPS-RT using batch processing.

- **Stock Receipts Forced to SUADPS.** This report contains all DI X71 records for stock material that the program will arbitrarily complete. This is because the time they have been in processing exceeds the processing time limitation set in the System Administration File. These records may be for the following types of material:

  - Stock material with stow data but no RIP data,

  - Stock material with RIP data but only a partial quantity match.

- **Receipt Inventory Adjustments.** This report contains all the records for potential gains or losses based on the receipt data the system extracts for input to SUADPS-RT.

Processing. The procedures for this process are as follows:

- Step 1. Select to access the Host Menu from the Receipt Processing Menu Screen and the Extract to SUADPS Option on the Host Submenu.

- Step 2. Select the Current Data Option. The system then transfers all receipt records currently on file that are ready for SUADPS-RT and forces other receipts that exceed the time limitation.

- Step 3. Select the Print Option to begin the printing process.

- Step 4. Select the OK Option to continue this process. At this point, the IBS Program automatically extracts the receipt data for the transfer and initiates a connection to the Host computer system.

- Step 5. If the SUADPS-RT LOGIN banner does not appear, enter the term L HOST and press the ENTER key.

- Step 6. Enter the term L IBS and your user password to log on to the Host system.

- Step 7. Carefully read and follow the instructions on the screen.

- Step 8. Once the transfer is complete, the IBS Program verifies whether the transfer was successful or unsuccessful. If unsuccessful, the IBS Program prompts you to decide whether you wish to re-transfer the data. If you select the Yes Option, the program begins the re-transfer process.

- Step 9. Press and hold the SHIFT key while you press the PRT SC key. This allows you to select to print an image of the screen. The print will provide the SUADPS-RT FAS with the information necessary to accomplish batch processing. Always select to transfer DI X71 transactions to the Host system directory and to the ^SUADP1>DBASE_WORK>SYFBIN File.

- Step 10. Notify the SUADPS-RT FAS when the transfer of DI X71 data is complete.

- Step 11. The system then prompts you to decide whether you wish to view which extract records await processing. Press alphabetic key Y to continue.

- ✦ Step 12. After you view the records, the system prompts you to decide whether you wish to view the records again. Press alphabetic key N to continue.

- ✦ Step 13. Press the ENTER key to log off from the Host.

- ✦ Step 14. After the SUADPS-RT LOGIN banner appears, press and hold the ALT key while you press alphabetic key Q. This allows you to return the system to the Receipt Processing Screen.

- **Review and Delete Old History Files.** Whenever you process an extract, the IBS Program generates a backup file containing DI X71 and X72 records. Review this file periodically to determine whether the system actually processed the transactions. Use the extract reports and the report the system produced to match against records in IBS files. If the DI X71 and X72 transactions did not process, extract the data in the file again using the re-transfer option. If the system did process the transactions, it then purges this file after the number of days set in the System Administration File. This completes the regular receiving process.